5 BATCH USER CAPABILITY

Batch processing allows NPPS processes to be executed at a later time (refer to Figure 5-1, Batch Processing). It is the environment within which all hardcopy reports and tapes are generated due to Multiple Virtual Storage (MVS) constraints. A batch job processing executes in a batch mode rather than online. The job is controlled through MVS and Job Control Language (JCL).

The Batch Job Scheduler (BJS) is the user interface to the batch world. The BJS allows you to schedule, submit, and evaluate batch jobs. When you schedule a batch job, it goes into the BJS queue and will only be executed when the Startup job is run. The Startup job is the execution of a single process which selects and runs the scheduled jobs. This Startup job runs every job which is scheduled in its turn. The jobs are always run one at a time per center including CPO as a separate center.

The Startup job may be run only by authorized individuals. This authorization is granted via a user's security profile. For more information, refer to Section 4.3.1.1.

The Batch Job Maintenance (BJM) Utilities allow you to maintain batch jobs (refer to Figure 5-2, Batch Design). This includes creating new batch jobs to meet the specific requirements of your installation. In this section of the UOG, the BJS and the Batch Job Maintenance Utilities are explained. For information on each of the individual batch jobs, refer to Appendix C.

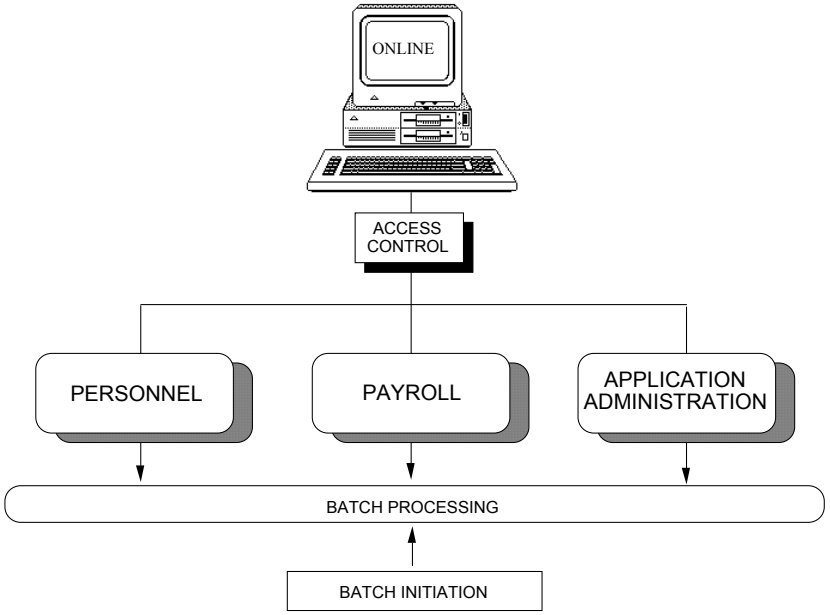


Figure 5-1 Batch Processing

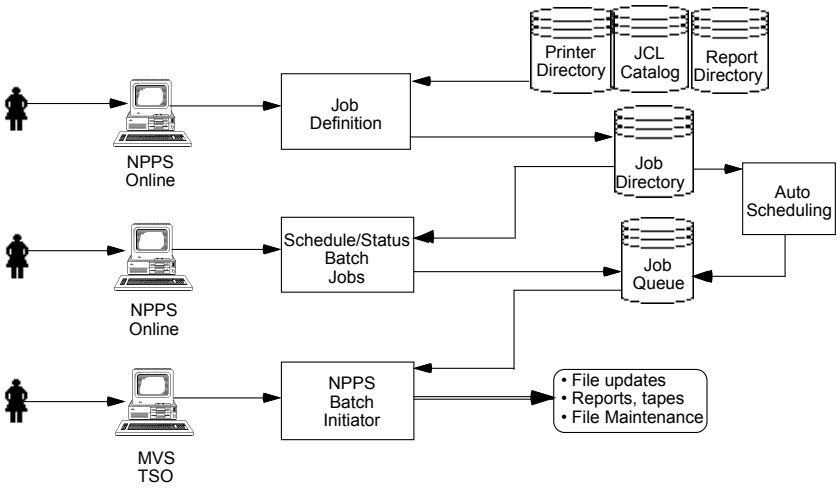


Figure 5-2 Batch Design

5.1 Batch Job Scheduling

During the scheduling process you identify the batch job you want to run (refer to Figure 5.1-1, Batch Job Scheduler). NPPS allows you to accomplish the tasks of scheduling and evaluating batch jobs by displaying a list of all the batch jobs so you may mark the job needed to schedule or evaluate.

In addition, you may alter predefined printer destinations, generate print distribution data, generate printer control instructions, and pass data selection parameters to various NPPS programs.

Batch Job Scheduling is divided into two areas: Process Jobs and Report Jobs. Process jobs cause an update to the NPPS database (e.g., Personnel Mature). Some process jobs result in the production of reports as final output for the process. For instance, Personnel Mature applies the specified actions to the appropriate employee records and generates two reports: the Mature Transaction and Error Report and the Mature Transaction Integration Report. Report jobs cause the production of one or more reports (e.g., Personnel Daily Reports).

Batch jobs are identified by a unique number. All personnel process and report jobs begin with the letters NE, which are followed by zeros and the numeral (which is generally two-digit for a process and three-digit for a report) which represents the specific process (NE00##). All payroll process and report jobs begin with the letters NA, which are followed by zeros and the numeral (which is generally two-digit for a process and three-digit for a report) which represents the specific process (NA000##).

In order to schedule a job, you must first select the type of job (i.e., process or report). NPPS will display a list of all the recognized jobs for the type you specified. Mark the one you wish to schedule by placing **S** for schedule, **H** for hold, or **R** for restart in the Check One column and press **ENTER** to confirm your choice.

You will be prompted to enter changes to the report distribution list of the job and also any required input parameters. The action of scheduling only places the job in the BJS queue (a stored sequence of all jobs that have been scheduled). In order to pass the job to the JES for execution, the Startup job must be run.

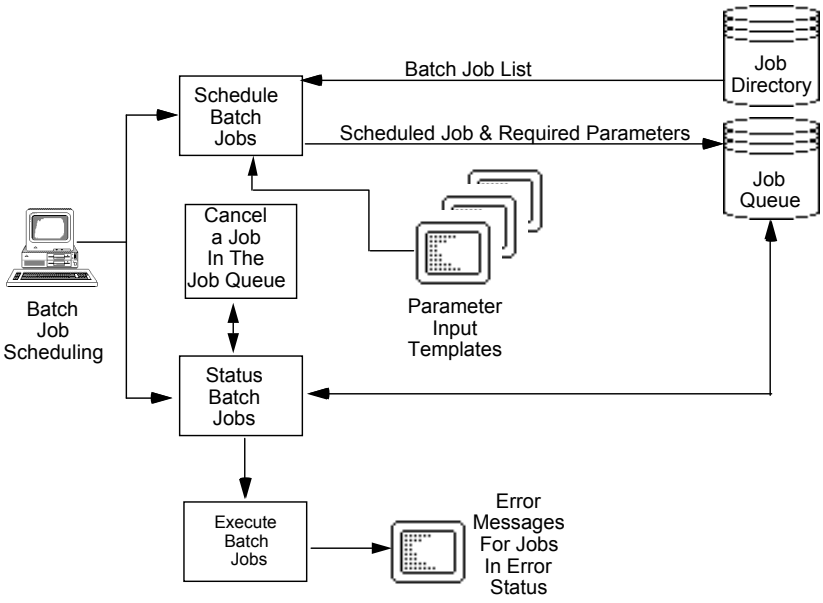
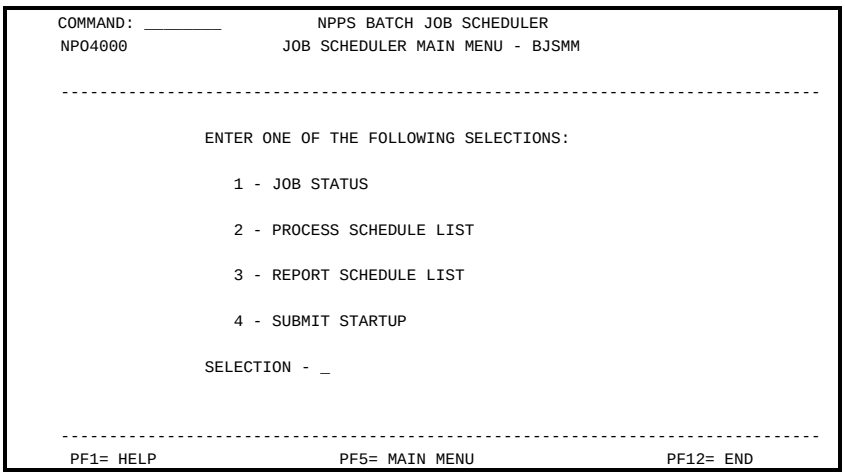


Figure 5.1-1 Batch Job Scheduler

5.1.1 Batch Job Scheduler Main Menu



Batch Job Scheduler Main Menu (BJSMM)

DESCRIPTION AND EXECUTION

The Batch Job Scheduler Main Menu (BJSMM) is used to select one of the four options available for scheduling and evaluating batch jobs. The BJS allows you to put predefined jobs into the BJS queue and the Startup Job will move the jobs from the BJS queue into the JES. The status of each scheduled job may be reviewed after scheduling.

The jobs are predefined to the BJS through the Batch Job Maintenance Utilities. Typically, a technical system administrator, rather than a functional user, defines batch jobs.

STEPS TO REACH BATCH JOB SCHEDULER MAIN MENU

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **4** - Job Scheduler.

Four standard PF keys appear on most menus and templates in the Batch Job Scheduler: **PF1**=Help, **PF3**=Previous Screen, **PF5**=Main Menu, and **PF12**=End. In addition, two keys allow you to move between the pages of a template which is composed of more than one screen: **PF7**=Backward and **PF8**=Forward.

5.1.1.1 Process Schedule List

```
ND: ________          NPPS BATCH JOB SCHEDULER
     NPO4120               PROCESS  SCHEDULE LIST - BJSJOB
     ------------------------------------------------------------------------------
            CHECK
             ONE    JOB TITLE                   JOB NO      FREQUENCY   SEQUENCE

            ( _ )  AUTO SCHED-DELETE            AUTO        ON REQUEST    5
            ( _ )  PAYROLL BATCH MATURE         NA00001     ON REQUEST    1
            ( _ )  NORMAL RECAL                 NA00009     BIWEEKLY      70
            ( _ )  PAY YEAR END                 NA00013     ANNUAL        80
            ( _ )  LEAVE YEAR END               NA00014     ANNUAL        90
            ( _ )  FISCAL YEAR END              NA00015     ANNUAL        100
            ( _ )  MESSAGE LOG                  NA00016     DAILY         110
     ------------------------------------------------------------------------------
      CHECK ONE: S-TO SCHEDULE A JOB   R-TO RESTART A JOB   H-TO PUT A JOB IN HOLD
      PF1= HELP           PF3= PREV SCREEN    PF5= MAIN MENU        PF7= BACKWARD
      PF8= FORWARD        PF12= END
```

Process Schedule List (BJSJOB)

DESCRIPTION AND EXECUTION

The Process Schedule List (BJSJOB) is used to review all processing jobs which have been predefined to the NPPS BJS. Only jobs that match the user's job schedule type (Pay, Per, Other) will be displayed. Individual jobs may be selected for scheduling by placing **S** for Scheduled, **H** for Hold, or **R** for Restart in the Check One column to the extreme left of the job title. Each job may be scheduled up to 26 times before you are required to delete completed jobs to make room for new ones. BJS will notify you of the last letter of the job number by displaying this number on the top line of the screen. You will be asked if you want to alter the distribution list for the job. You may answer "yes" by typing **Y** and pressing **ENTER**. You will then be allowed to view the distribution list (Report Directory Recipient List) and make changes for this run only. BJS will also check for any requirement of external parameters. If external parameters are required, you will be presented with a series of screens which prompt you to enter information. You may schedule only one job at a time.

Several jobs in NPPS have been designed to be restartable. If an error occurs in a restartable job, the BJS Log (refer to Section 5.1.1.3.1) will display a message indicating that a Restart is required. All restartable processes that occur in that job after the error will be skipped. Any job that is scheduled with an "R" (Restarted) will use the parameter and report data from the first failed run, starting with job XXXXXXXA, to eliminate the need to reenter the parameters. If the job to be restarted has been deleted from the BJS Log, all parameters will have to be reentered. If a job is restarted, all output should be collected from the failed run. The restarted job will skip all processes that occurred prior to the error. A job should not be restarted until the problem that caused the error has been corrected.

The sequence number displayed in the right-most column of the Schedule List indicates the order process in which the jobs will run if more than one job is placed in the queue. The job with the lowest sequence number runs first and process jobs run before report jobs.

STEPS TO REACH PROCESS SCHEDULE LIST

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **4** - Job Scheduler.
3. At the Batch Job Scheduler Main Menu, select **2** - Process Schedule List.

5.1.1.2 Report Schedule List

```
COMMAND: _________          NPPS BATCH JOB SCHEDULER
NPO4120               REPORT   SCHEDULE LIST - BJSJOB
--------------------------------------------------------------------------------
       CHECK
        ONE    JOB TITLE                    JOB NO      FREQUENCY   SEQUENCE

      ( _ )  T&A REPORTED HOURS            NA00100     ON REQUEST    2
      ( _ )  OLD VERSUS NEW NORMALS        NA00101     ON REQUEST    3
      ( _ )  NET PAY/VOL ALLOT REG EFT     NA00102     ON REQUEST    4
      ( _ )  NET PAY REGISTER NON EFT      NA00103     ON REQUEST    5
      ( _ )  HEALTH INS NOT PAID           NA00104     ON REQUEST    6
      ( _ )  LMTD APPOINT CO-OP            NA00105     ON REQUEST    7
      ( _ )  LMTD APPOINT EMPLOYEE         NA00107     ON REQUEST    10
      ( _ )  MASTER EMPLOYEE REG           NA00200     ON REQUEST    12
      ( _ )  TRANSACTION REPORT            NA00201     ON REQUEST    11
      ( _ )  PAYROLL REGISTER              NA00202     ON REQUEST    13
      ( _ )  LEAVE & PAY INFO              NA00203     ON REQUEST    14
      ( _ )  T&A PAID HOURS                NA00204     ON REQUEST    15
--------------------------------------------------------------------------------
 CHECK ONE: S-TO SCHEDULE A JOB   R-TO RESTART A JOB   H-TO PUT A JOB IN HOLD
 PF1= HELP           PF3= PREV SCREEN    PF5= MAIN MENU        PF7= BACKWARD
 PF8= FORWARD        PF12= END
```

Report Schedule List (BJSJOB)

DESCRIPTION AND EXECUTION

The Report Schedule List (BJSJOB) is used to review all the reporting jobs which have been predefined to the NPPS BJS. Only jobs that match the user's job schedule type (Pay, Per, Other) will be displayed. Individual jobs may be selected for scheduling by placing **S** for Scheduled, **H** for Hold, or **R** for Restart in the Check One column to the extreme left of the job title. Each job may be scheduled up to 26 times before you are required to delete completed jobs to make room for new ones. BJS will notify you of the last letter of the job number by displaying this number on the top line of the screen. You will be asked if you desire to alter the distribution list and parameter data for the job. You may answer "yes" by typing **Y** and pressing **ENTER**. You will then be allowed to view the distribution list (Report Directory Recipient List) and make changes for this run only. BJS will also check for any requirement of external parameters. If external parameters are required, you will be presented with a series of screens which prompt you to enter information. You may schedule only one job at a time.

Several jobs in NPPS have been designed to be restartable. If an error occurs in a restartable job, the BJS Log (refer to Section 5.1.1.3.1) will display a message indicating that a Restart is required. All restartable processes that occur in that job after the error will be skipped. Any job that is scheduled with an "R" (Restarted) will use the parameter and report data from the first failed run, starting with job XXXXXXXA, to eliminate the need to reenter the parameters. If the job to be restarted has been deleted from the BJS Log, all parameters will have to be reentered. If a job is restarted, all output should be collected from the failed run. The restarted job will skip all processes that occurred prior to the

error. A job should not be restarted until the problem that caused the error has been corrected.

The sequence number displayed in the right-most column of the Schedule List indicates the order process in which the jobs will run if more than one job is placed in the queue. The job with the lowest sequence number runs first and process jobs run before report jobs.

STEPS TO REACH REPORT SCHEDULE LIST

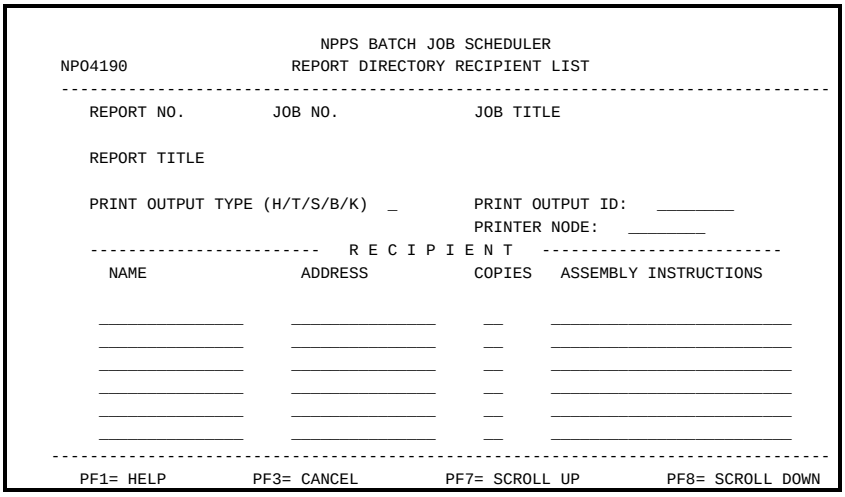
1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **4** - Job Scheduler.
3. At the Batch Job Scheduler Main Menu, select **3** - Report Schedule List.

To update the report distribution list, this screen will be displayed for each report in the job. Output Type, Output ID, and Printer Node may be changed only once.

```
                          NPPS BATCH JOB SCHEDULER
NPO4190                 REPORT DIRECTORY RECIPIENT LIST
--------------------------------------------------------------------------------
   REPORT NO.         JOB NO.              JOB TITLE
    201             NA00001          PAYROLL BATCH MATURE
   REPORT TITLE   201   TRANSACTION REPORT

   PRINT OUTPUT TYPE (H/T/S/B/K)  B       PRINT OUTPUT ID:   CSC01___
                                          PRINTER NODE:   ________
   ------------------------   R E C I P I E N T   ------------------------
     NAME                ADDRESS           COPIES   ASSEMBLY INSTRUCTIONS

     JIM GIBSON_____     CSC BLD 4TH FLR     1_     RB   PRIVATE DATA________
     _______________     _______________     __     ____________________________
     _______________     _______________     __     ____________________________
     _______________     _______________     __     ____________________________
     _______________     _______________     __     ____________________________
     _______________     _______________     __     ____________________________
--------------------------------------------------------------------------------
   PF1= HELP         PF3= CANCEL         PF7= SCROLL UP         PF8= SCROLL DOWN
```

Report Directory Recipient List

5.1.1.2.1 Report Directory Recipient List



Report Directory Recipient List

DESCRIPTION AND EXECUTION

The Report Directory Recipient List is used to make changes to the predefined list of recipients for the job you are scheduling. You may specify a maximum of 50 recipients. Any changes you make to this template will not affect the master list maintained with the Batch Job Maintenance Utilities; your changes will only be enacted for this job run.

You may select between four types of output: (**H**) immediate hardcopy (printout) on a printer identified in the printer table, (**S**) special (e.g., auxiliary data line transfer to a printer), (**T**) print tape, (**B**) both special and print tape, or (**K**) both printout and print tape. To indicate your choice, type its corresponding letter in the Print Output Type field.

You may also set the Printer Output ID one time by entering the code for any printer which is defined in the Batch Job Maintenance Printer Table.

If you do not want the report to print, enter **$$$** as the first three characters of the first recipient name (active on payroll process jobs only).

If you select to send your job to a tape, be sure to retrieve the tape number after the job completes. The tape number is trapped for display on the Batch Job Status Log.

STEP TO REACH REPORT DIRECTORY RECIPIENT LIST

You may view the Report Directory Recipient List template during the job scheduling process initiated at either the Process Schedule List template or the Report Schedule List template or through the BJM capability.

5.1.1.3 Batch Job Status

```
COMMAND: ________          NPPS BATCH JOB SCHEDULER
NPO4210                     JOB STATUS - BJSTAJOB
--------------------------------------------------------------------------------
 NEW                                      CURRENT  -----------SCHEDULED---------
STATUS    JOB  TITLE           JOB NO  STATUS      BY         DATE     TIME

( _ ) SF50                    NE0SF50B Finishd KEN SHORT    10-07-98 11:11:46
( _ ) MATURE REPORTS          NE00002B Finishd 1090ADMINIST 10-07-98 15:01:57
( _ ) MATURE REPORTS          NE00002C Schedul 1090ADMINIST 10-07-98 14:49:01
( _ ) ACTION NOT REQ SF50     NE00010A Schedul 1090ADMINIST 10-11-98 11:30:02
( _ ) ACTION NOT REQ SF50     NE00010C Schedul 1090ADMINIST 10-11-98 12:24:06
( _ ) ACTION NOT REQ SF50     NE00010D Schedul 1090ADMINIST 10-11-98 12:27:23
 ( _ )
( _ )
( _ )
 NEW STATUS:  D-DELETE  H-HOLD  L-LOG  S-SCHEDULED
 ENTER THE NEW STATUS NEXT TO THE JOB YOU WISH TO CHANGE
 PF1= HELP            PF3= PREV SCREEN   PF5= MAIN MENU        PF7= BACKWARD
 PF8= FORWARD         PF12= END
```

Batch Job Status (BJSTAJOB)

DESCRIPTION AND EXECUTION

The Batch Job Status (BJSTAJOB) template is used to review the status of jobs which have been scheduled. The Current Status field indicates the status of your job. The six possible status types are Hold, Schedule, Finished, Waiting, Running, or Error. After a job is scheduled using either the Process Schedule List or the Report Schedule List, using the **H** (Hold) option, you may change the status to Scheduled when you want the job to be run. Even after a job receives a status of Scheduled, it will not run until the Startup job is submitted (refer to Section 5.1.1.4). If the status is Error, the job has failed for some reason. A status of Waiting means the job has been passed to JES for execution. A status of Running means JES has begun execution of the job.

Individual jobs may be selected for review from this list by entering **L** in the New Status column to the extreme left of the job title. To view a listing, proceed to the Log File template (refer to Section 5.1.1.3.1).

You may select from four New Status options. In addition to viewing a listing of the log messages for a completed job (**L**), you may put a scheduled job on hold (**H**), delete a job which is scheduled, finished, or held (**D**), or schedule a job on hold (**S**).

STEPS TO REACH BATCH JOB STATUS

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **4** - Batch Job Scheduler.
3. At the Batch Job Scheduler Main Menu, select **1** - Job Status.

5.1.1.3.1 Log File

```
COMMAND: _________          NPPS BATCH JOB SCHEDULER
NPO4500                         LOG FILE - BJSLOG
--------------------------------------------------------------------------------
       JOB NUMBER:  NT314TPA     JOB TITLE:  TSP TAPE CREATION

   DATE       TIME                  STATEMENT

 10-11-98   10:54:19   The step has successfully started.
 10-11-98   10:54:22   Report number 314PT has started.
 10-11-98   10:54:24   Report number 314PTJ has started.
 10-11-98   10:55:12   Report number 314PT has completed.
 10-11-98   10:55:15   the step has completed successfully.
 10-11-98   11:01:01    JES JOB NAME= DEVNPPSA  JES JOB NUM= JOB00908
 10-11-98   11:01:04   ********** TAPE NUMBERS   ************
 10-11-98   11:01:04   DEVNPPS.TAPE.TSP           SERIAL 208030   208030
 10-11-98   11:01:06   DEVNPPS.TAPE.NA314TP       SERIAL 208287   208287




--------------------------------------------------------------------------------
 PF1= HELP           PF3= PREV SCREEN    PF5=  MAIN MENU       PF7= BACKWARD
 PF8= FORWARD        PF12= END
```

Log File (BJSLOG)

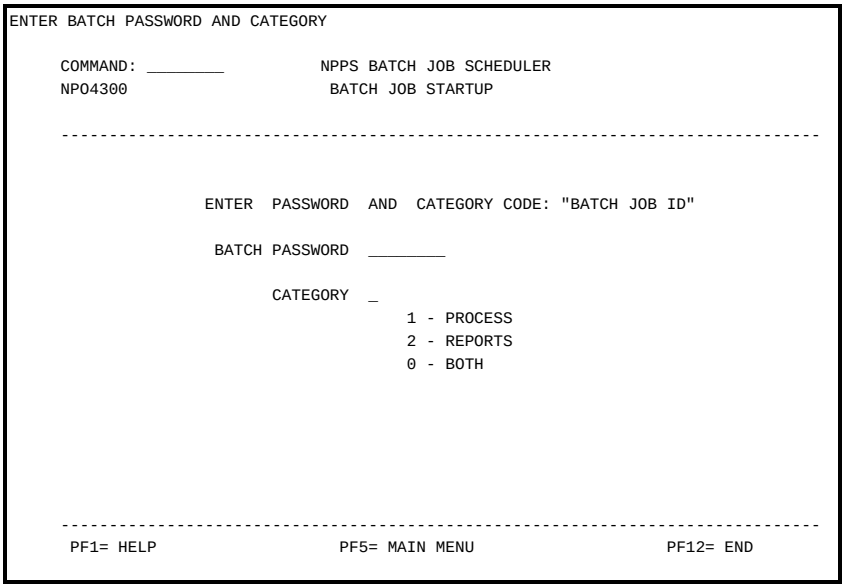
DESCRIPTION AND EXECUTION

The Log File (BJSLOG) template is used to view a list of log messages resulting from the batch job run. The job number, job name, tape number, title, date, and messages are displayed for the job. If any errors occurred during the job execution, they will be noted with the program name, error code, and line number of the error.

STEP TO REACH LOG FILE

The only way to access the Log File is through the Job Status template. For further information, refer to Section 5.1.1.3.

5.1.1.4 Batch Job Startup



Batch Job Startup

DESCRIPTION AND EXECUTION

The Batch Job Startup template is used to start the process of passing jobs from the BJS queue to JES. You must enter the correct password in order for the job to run. For CICS, you must logon using the Batch-ID so that the password will be automatically assigned by CICS and this password field will be ignored.

The password is associated with a Batch ID which was set up at the time NPPS was installed at your site. One individual is given responsibility for this Batch ID and this individual sets the original password and all subsequent passwords as they are required. The Startup job acknowledges the password and passes it to each subsequent job. You need only enter the password one time; the Startup job passes the password to the first job, the first job passes the password to the second job, and so on until the last job in the queue receives the password from the previous job. Each installation may have only one Batch ID and, therefore, only one password will be valid at any point in time.

Only jobs that match the user's job startup type will be passed to JES for execution.

In addition to entering the correct password, NPPS allows you to enter a category of job to be run. If you enter a **1** in the blank provided for category, the Startup job will move only process jobs from the BJS queue to the JES. It will "skip over" any report jobs which are present in the queue. If you enter a **2** in this blank, the Startup job will move only report jobs from the BJS queue to the JES.

It will "skip over" any process jobs which are present in the queue. If you enter a **0** or if you leave the blank empty, the Startup job will move both process and report jobs from the BJS queue to the JES for execution.

The only exception to this procedure is the SF 50 job. These jobs run under the ID and password of the individual requesting them. This is because they are started dynamically at the time they are requested and go directly to the JES for immediate execution.

Note: If you enter an obsolete password, the Startup job will fail. This means that the status of the jobs in the queue will remain Scheduled. The status of at least one job should update within a short time (i.e., 15 minutes). If not, contact the owner of the Batch ID and check to see if you have entered the current (valid) password.

If CPO jobs are scheduled (jobs beginning with 'CA') to be run before remote jobs (jobs beginning with other than 'CA') and Batch Job Startup is selected by a remote user, the CPO job will be ignored and left as scheduled. Only the remote jobs will run.

STEPS TO REACH STARTUP

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **4** - Batch Job Scheduler.
3. At Batch Job Scheduler Main Menu, select **4** - Submit Startup.

5.2 Batch Job Maintenance

The Batch Job Maintenance (BJM) functions are divided into four areas: (1) Printer Identification, (2) Report Identification, (3) JCL, and (4) Job Identification.

Printer identification identifies authorized printers to the NPPS BJS. Only these printers may be chosen when scheduling batch jobs.

Report identification defines reports and their distribution lists within each job. It also provides any special printer control instructions, number of copies, and special print form.

JCL provides the capability to create and modify the JCL used by each job. The JCL name and job number used in the Job Identification step must be the same.

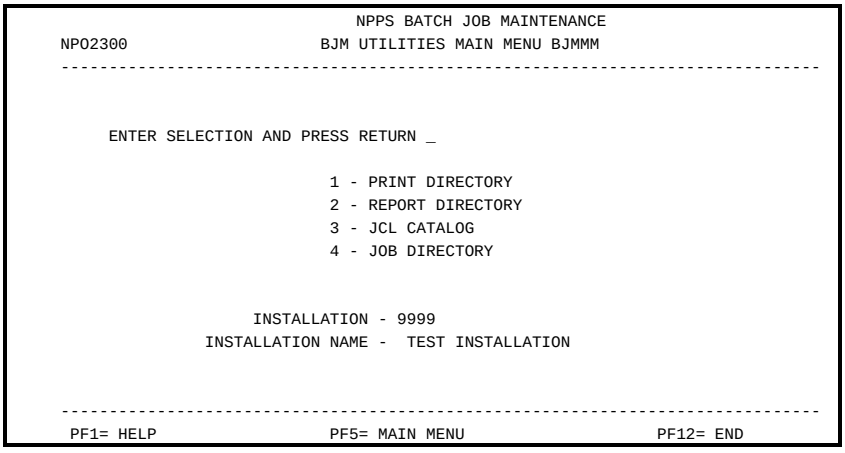
Job identification provides the capability to create and modify data describing a specific job, such as its execution frequency, execution sequence number, report output type, and up to 35 parameter edit modules. The job number should conform to the rule of seven characters beginning with NA for payroll and NE for personnel (e.g., NA00000 or NE00000). The job numbers are limited to seven characters with the eighth character (A-Z) being supplied during the scheduling process.

In order to schedule a new batch job, do the following:

1. Update the job directory by defining the new job (i.e., identify the job as a NPPS job by naming it).
2. Build the JCL which will execute when the job is run.
3. Update the report directory by defining the new reports which the job will produce when it is run; this includes defining the distribution list and all the parameters for the reports.

Having completed these three steps, you may view the new batch job from the BJS.

5.2.1 Batch Job Maintenance Utilities Main Menu



Batch Job Maintenance Utilities Main Menu (BJMMM)

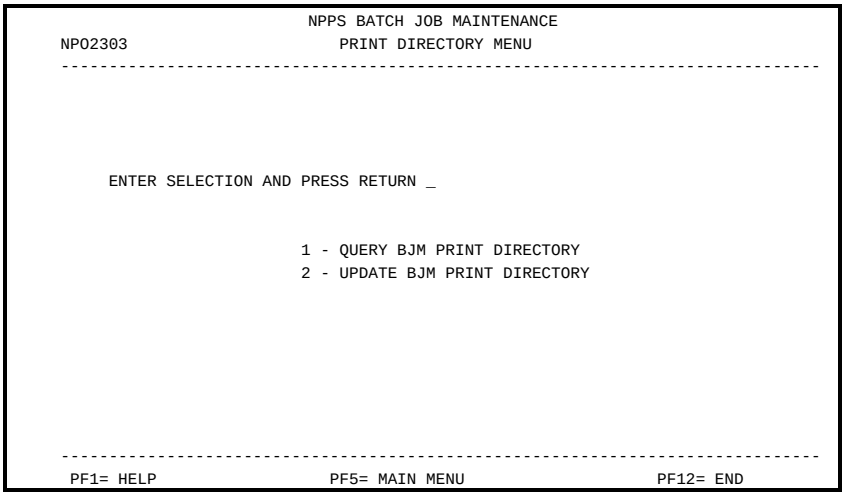
DESCRIPTION AND EXECUTION

The Batch Job Maintenance Main Menu (BJMMM) is used to select one of the four options available in BJM: (**1**) Print Directory, (**2**) Report Directory, (**3**) JCL Catalog, and (**4**) Job Directory.

STEPS TO REACH BATCH JOB MAINTENANCE

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.

5.2.1.1 Print Directory Menu



Print Directory

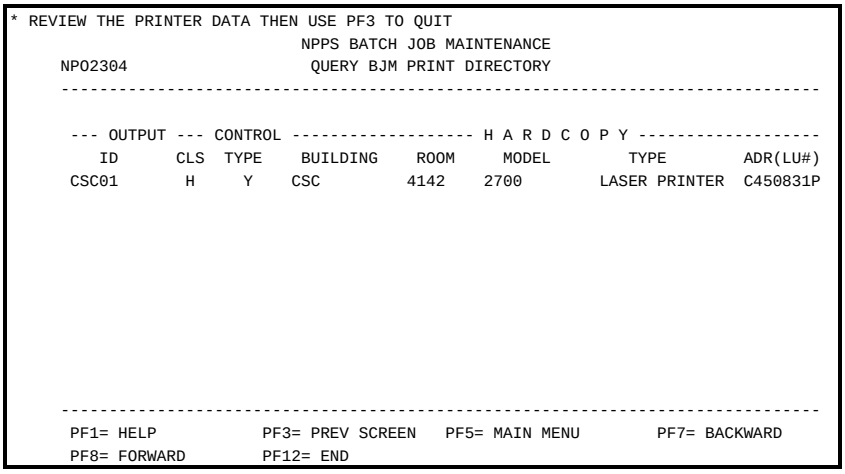
DESCRIPTION AND EXECUTION

The BJM Print Directory Menu is used to select one of the two functions available within the print directory: (**1**) Query BJM Print Directory or (**2**) Update BJM Print Directory. To view the existing printers defined to the BJM, select Query BJM Print Directory (option 1). To define a new printer or modify a predefined printer, select Update BJM Print Directory (option 2).

STEPS TO REACH PRINT DIRECTORY MENU

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **1** - Print Directory.

5.2.1.1.1 Query BJM Print Directory



Query BJM Print Directory

DESCRIPTION AND EXECUTION

The Query BJM Print Directory template is used to view the list of printers which may be used during the execution of NPPS batch jobs. This list contains all the authorized NPPS printers. For each printer, it displays the network logical unit (LU) number, output class, building, room number, printer model, and printer type. The four valid output classes are immediate hardcopy (**H**), intermediate tape (**T**), special output (**S**), and WRITER command required in place of DEST (W). NPPS only checks for the Output ID; the other items are entered as general information.

STEPS TO REACH QUERY BJM PRINT DIRECTORY

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **1** - Print Directory.
5. At the Print Directory Menu, select **1** - Query BJM Print Directory.

5.2.1.1.2 Update BJM Print Directory

```
* ENTER FUNCTION AND PRINT-ID THEN PRESS RETURN
                              NPPS BATCH JOB MAINTENANCE
     NPO2308                  UPDATE BJM PRINT DIRECTORY
     ------------------------------------------------------------------------------
            FUNCTION _   PRINT ID ________

           OUTPUT CLASS:                    _
                                                (N) PUT COPIES NUMBER INTO JCL
           PRINT CONTROL RECORD REQUIRED:   _   (Y) PRINTER CONTROL INCLUDES COPIES
                                                (B) PUT COPIES NUMBER INTO BOTH PLACES
                HARDCOPY BUILDING NUMBER:   __________    (EX 'BLDG 17')

                HARDCOPY ROOM NUMBER:       ______        (EX '4142')

                HARDCOPY MODEL NUMBER:      __________    (EX 'XEROX 2700')

                HARDCOPY TYPE:              _____________ (EX 'LASER PRINTER')

                HARDCOPY ADDRESS (L.U.#):   ________      (EX 'C450831P')
     ------------------------------------------------------------------------------
     FUNCTIONS:   A= ADD   C= CHANGE   D= DELETE
      PF1= HELP           PF3= PREV SCREEN   PF5= MAIN MENU        PF12= END
```

Update BJM Print Directory

DESCRIPTION AND EXECUTION

The Update BJM Print Directory template is used to change the information for an existing printer or define a new printer to the BJS. You may also delete an existing printer from the list of NPPS authorized printers.

First, enter the function code to add a new printer (**A**), change an existing printer's information (**C**), or delete an existing printer from the list (**D**) and enter the printer ID, then press **ENTER**.

Next, enter the information regarding your change or addition. To add a new printer, you must fill in all eight fields of mandatory information.

Note: Though NPPS uses only the printer ID and the other fields are for information, the other fields must be completed.

Print ID is the same information you find on the Query template with the label Output ID. This name must be the same as the printer name which exists in the MVS System Printer Table. Output Class is the same information you find on the Query template with the label Output CLS. Marking the Print Control Record field with “Y” causes a printer control instruction with the number of report copies to be appended to the job report data. An "N" does not create a printer control instruction but instead causes the number of report copies to be inserted into the JCL of the job. A value of "B" causes both the appending of the printer control instruction with the copies parameter and the insertion of the number of copies into the JCL of the job. Print Control Record Required is the same information you find on the Query template with the label Control Type. The four valid output

classes are immediate hardcopy (H), intermediate tape (T), special output (S), and WRITER command required in place of DEST (W).

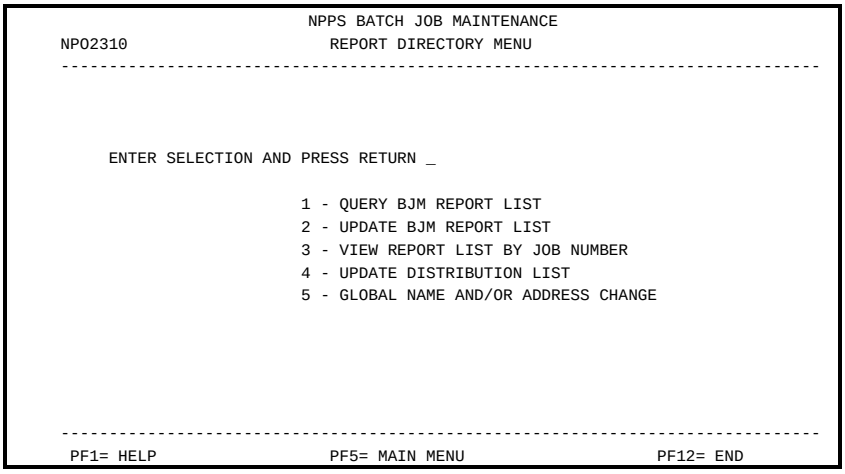
Ensure that the hardcopy type contains ‘XER’ for the Xerox printer, ‘IMP’ for the impact/multiprinter and ‘LAS’ for the laser printer being used for printing SF50/SF52 jobs.

If you are deleting the printer, simply press **ENTER**.

STEPS TO REACH UPDATE BJM PRINT DIRECTORY

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **4** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **1** - Print Directory.
5. At the Print Directory Menu, select **1** - Update BJM Print Directory.

5.2.1.2 Report Directory Menu



Batch Job Maintenance Report Directory Menu

DESCRIPTION AND EXECUTION

The Batch Job Maintenance Report Directory Menu is used to select one of the five functions available in the Report Directory: (**1**) Query BJM Report List, (**2**) Update BJM Report List, (**3**) View Report List by Job Number, (**4**) Update Distribution List, and (**5**) Global Name and/or Address Change. Items 2 and 4 assume that you know which job the report is in. Write reports to CMPRT01, 02, 03, or 04 in this order.

STEPS TO REACH BATCH JOB MAINTENANCE REPORT DIRECTORY MENU

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.

5.2.1.2.1 Query BJM Report List

```
 * TO VIEW A REPORT - PLACE AN 'X' ON THAT LINE
                          NPPS BATCH JOB MAINTENANCE
NPO2312                     QUERY BJM REPORT LIST
--------------------------------------------------------------------------------
CHECK ---------- REPORT -----------   JOB    HRDCPY S P TOTL XEROX TAPE FORMAT
 ONE   NUMBER         TITLE          NUMBER  FORM # D L COPY     (1ST 18 POS)
  _   100      100   T&A REPORTED H NA00003  STD    S Y  1
  _   100      100   T&A REPORTED H NA00004  STD    S Y  1
  _   100      100   T&A REPORTED H NA00100  STD    S Y  1
  _   101      101   OLD VS NEW NOR NA00003  STD    S Y  1
  _   101      101   OLD VS NEW NOR NA00004  STD    S Y  1
  _   101      101   OLD VS NEW NOR NA00009  STD    S Y  1
  _   101      101   OLD VERSUS NEW NA00101  STD    S Y  1
  _   102      102   NET PAY/VOL AL NA00005  STD    S Y  1
  _   102      102   NET PAY/VOL AL NA00102  STD    S Y  1
  _   103      103   NET PAY DISPOS NA00005  STD    S Y  1
  _   103      103   NET PAY DISPOS NA00103  STD    S Y  1
  _   104      104   HEALTH INSURAN NA00004  STD    S Y  1
--------------------------------------------------------------------------------
 PF1= HELP           PF3= PREV SCREEN   PF5= MAIN MENU        PF7= BACKWARD
 PF8= FORWARD        PF12= END
```

Query BJM Report List

DESCRIPTION AND EXECUTION

The Query BJM Report List template is used to list all the reports within all the jobs recognized by BJM. The Report Number is the report tag in the JCL. The SD is used to display "S" for single-sided print and "D" for double-sided print. The PL column displays "Y" to indicate the distribution list should be printed. Any other value in the column indicates the distribution list should not be printed. The special output service instructions are the first 18 characters of the supplemental printer control information at the front of each report. To view more details on a specific report, enter **X** in the column labeled Check One and press **ENTER**. Selecting this option will display the Report Directory Single List screen for the report marked with the "X".

STEPS TO REACH QUERY BJM REPORT LIST

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory, select **1** - Query BJM Report List.

5.2.1.2.1.1 BJM Report Directory Single List

```
* REVIEW THE REPORT ... THEN PRESS RETURN
                              NPPS BATCH JOB MAINTENANCE
     NPO2313                 REPORT DIRECTORY SINGLE LIST
     ------------------------------------------------------------------------------

        REPORT NO.  100          JOB NO. NA00100

        REPORT TITLE  100    T&A REPORTED HOURS

              HARDCOPY            SIMPLEX      PRINT     TOTAL     PRIVATE
                FORM                OR         RECIP     PRINT      LABEL
              NUMBER              DUPLEX       LIST      COPIES

                STD                 S           Y         1

     MESSAGE   DELIVER TO PC 105

       -------- PRINTER CONTROL FORMAT INSTRUCTIONS ----------------------------




     ------------------------------------------------------------------------------
      PF1= HELP           PF3= PREV SCREEN   PF5= MAIN MENU        PF12= END
```

Report Directory Single List

DESCRIPTION AND EXECUTION

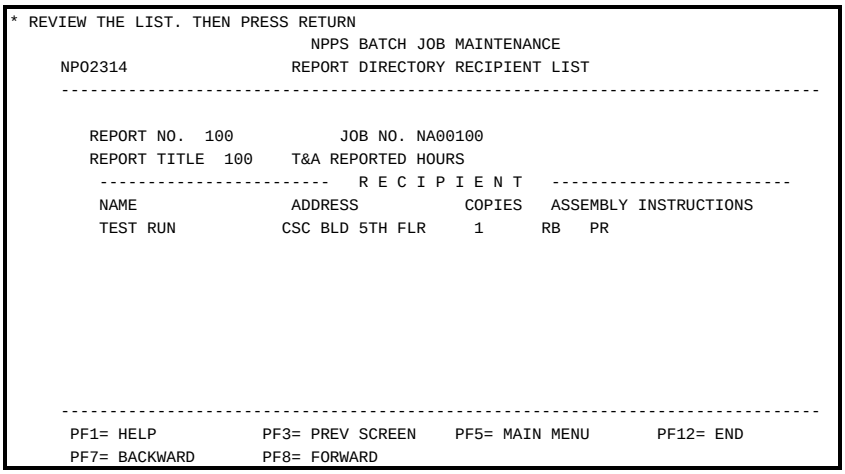
The BJM Report Directory Single List template is used to display further details about a report listed on the Query BJM Report List template, including the following detail-level items.

Report Number	Report tag number in the JCL immediately following the Parm number (maximum of eight characters).
Report Title	Title assigned when report was created.
Job Number	Job number assigned when report was created (i.e., the job to which the report belongs).
Hardcopy Form Number	Blank means a special printer control record will not be created. Simplex or Duplex: **S** for single-sided and **D** for double-sided print.
Print Recip List	**Y** to include the distribution list at the start of the report.
Total Print Copies	Number of copies requested for this report.
Message	Special text to be printed on the distribution page.
Private	**Y** to have a Privacy Act message printed on the distribution page and private instruction included in the control record.
Printer Control	This data will be added to the printer control record.
Format Instructions	Generated from the form number and number of copies (e.g., FORMAT = FMT7 for picture format).

STEPS TO REACH BJM REPORT DIRECTORY SINGLE LIST

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory select **1** - Query Report List.
6. At the Query BJM Report List, mark the specific report to be displayed on the Single List screen.

5.2.1.2.1.2 Report Directory Recipient List



Query BJM Report Directory Recipient List

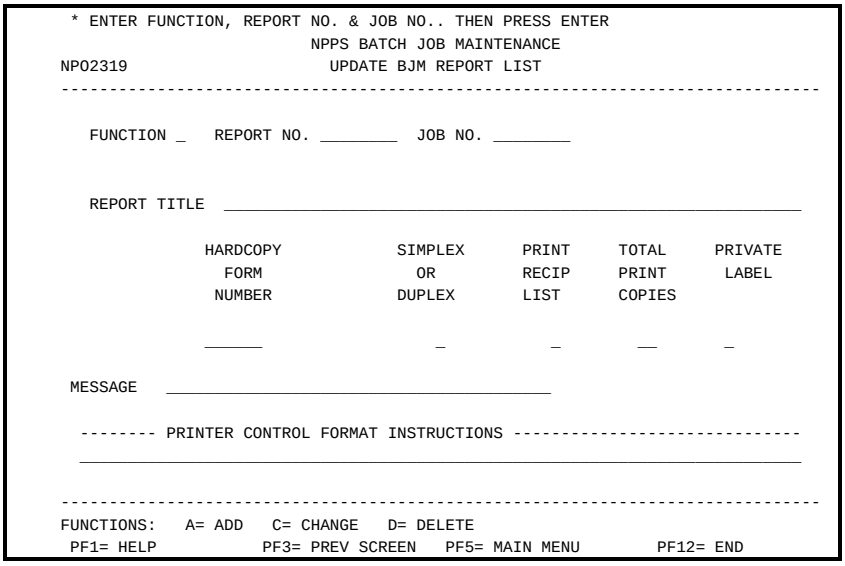
DESCRIPTION AND EXECUTION

The BJM Report Directory Recipient List template is used to display the recipient list for the report listed on the Query BJM Report List template and marked for further display of detailed information. The recipient list displays each recipient's name and address, number of copies, and particular assembly instructions.

STEPS TO REACH BJM REPORT DIRECTORY RECIPIENT LIST

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory, select **1** - Query BJM Report Directory.
6. At the Query BJM Report List, mark the specific report to be displayed on the Single List screen. At the BJM Report Directory Single List, press **ENTER**.

5.2.1.2.2 Update BJM Report List



Update BJM Report List

DESCRIPTION AND EXECUTION

The BJM Report List template is used to add a new report to a batch job, change an existing report, or delete an existing report. First, enter the Function Code which corresponds to the required task: add (**A**), change (**C**), or delete (**D**) a report. Then, enter the Report Number and the Job Number and press **ENTER**.

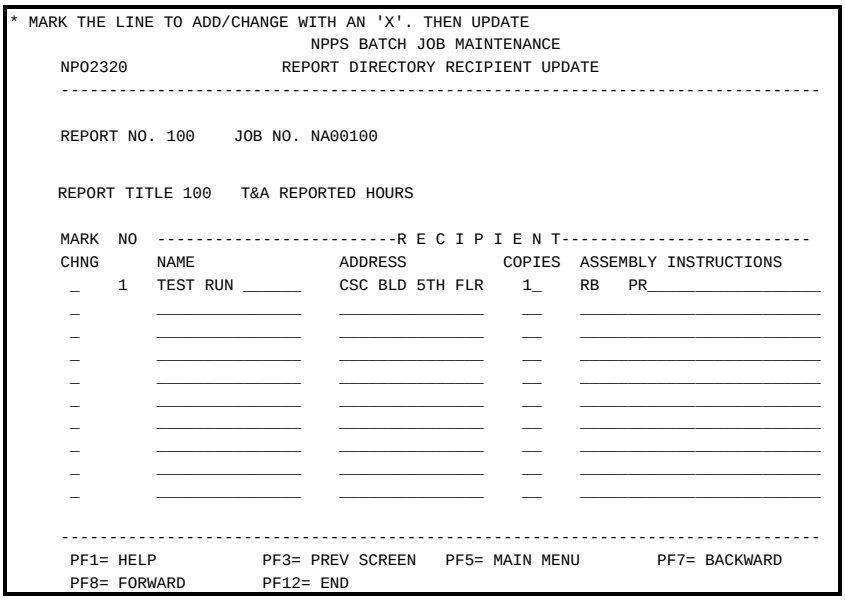
An explanation of the other items to be added or updated is given below.

Job Number	Must not exceed seven characters and must be in the job directory.
Report Title	Title assigned when report was created.
Hardcopy Form Number	Blank means a special printer control record will not be created.
Simplex or Duplex	**S** for single-sided and **D** for double-sided print.
Print Recip List	**Y** to include the distribution list at the start of the report.
Total Print Copies	Number of copies requested for this report (Default = 1).
Message	Special text to be printed on the distribution page.
Private	**Y** to have a Privacy Act message printed on the distribution page and private instruction included in the control record.
Printer Control	This data will be added to the printer control record generated
Format Instructions	From the form number and number of copies (i.e., FORMAT = FMT7 for picture format).

STEPS TO REACH UPDATE BJM REPORT LIST

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory, select **2** - Update BJM Report List.

5.2.1.2.2.1 BJM Report Directory Recipient Update



BJM Report Directory Recipient Update

DESCRIPTION AND EXECUTION

The BJM Report Directory Recipient Update template is used to enter the names and addresses of the report recipients as well as the number of copies and any assembly instructions for the reports having a recipient list. The line to be added or changed must be marked with **X**.

STEPS TO REACH BJM REPORT DIRECTORY RECIPIENT UPDATE

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory, select **2** - Update BJM Report List.
6. At the Update BJM Report List, type in the function requested, report number, and job number; then press **ENTER**.

5.2.1.2.3 View Report List By Job Number

```
 * VIEW THE LIST THEN USE PF3 TO QUIT
                          NPPS BATCH JOB MAINTENANCE
NPO2316                 VIEW REPORT LIST BY JOB NUMBER
--------------------------------------------------------------------------------

     JOB NUMBER          REPORT TITLE               REPORT NO  TOTAL COPIES
      NA00001        PAYROLL IMFH                  201              1
      NA00001        PAYROLL MATURE                6140             1
      NA00003        T&A REPORT HOURS              100              1
      NA00003        OLD VS NEW NORMALS            101              1
      NA00003        ERROR REPORT                  201              1
      NA00003        PAYROLL REGISTER              202              1
      NA00003        T&A PAID HOURS                204              1
      NA00003        LWOP T&A GENERATE             3005             1
      NA00003        BATCH T&A                     3120X            1
      NA00003        T&A IMPH DUMP                 5101             1
      NA00003        T&A IMPH BUMP BY PB           5101B            1
      NA00004        T&A REPORTED HOURS            101              1
      NA00004        OLD VS NEW NORMALS            101              1
--------------------------------------------------------------------------------
 PF1= HELP           PF3= PREV SCREEN   PF5= MAIN MENU        PF7= BACKWARD
 PF8= FORWARD        PF12= END
```

Batch Job Maintenance View Report List by Job Number

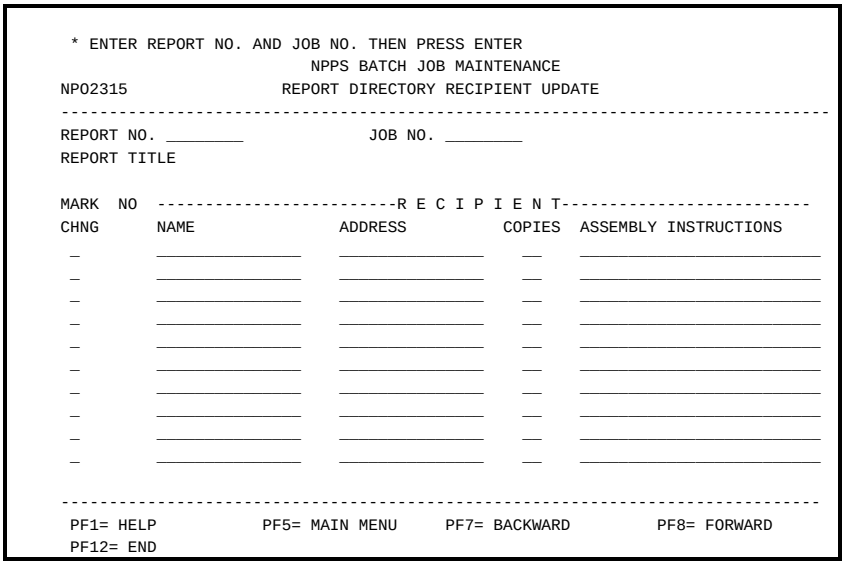
DESCRIPTION AND EXECUTION

The Batch Job Maintenance View Report List by Job Number template is used to list all the reports by job number. The report title, report number, and total number of copies requested are displayed for each report.

STEPS TO REACH BATCH JOB MAINTENANCE VIEW REPORT LIST BY JOB NUMBER

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory, select **3** - View Report List Job Number.

5.2.1.2.4 Update Distribution List



Batch Job Maintenance Report Directory Recipient Update

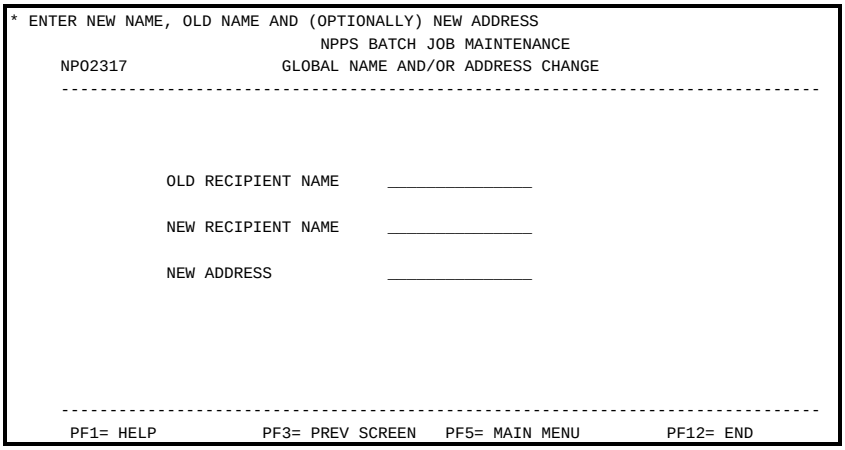
DESCRIPTION AND EXECUTION

The Batch Job Maintenance Report Directory Recipient Update template is used to enter the names and addresses of the recipients as well as the number of copies and any assembly instructions for reports having a recipient list. First enter the Report Number and Job Number of the recipient list to be updated and press **ENTER**. Next, mark the line(s) to be added or changed with **X**.

STEPS TO REACH BATCH JOB MAINTENANCE UPDATE DISTRIBUTION LIST

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.
5. At the BJM Report Directory, select **4** - Update Distribution List.

5.2.1.2.5 Global Name and/or Address Change



Batch Job Maintenance Global Name and/or Address Change

DESCRIPTION AND EXECUTION

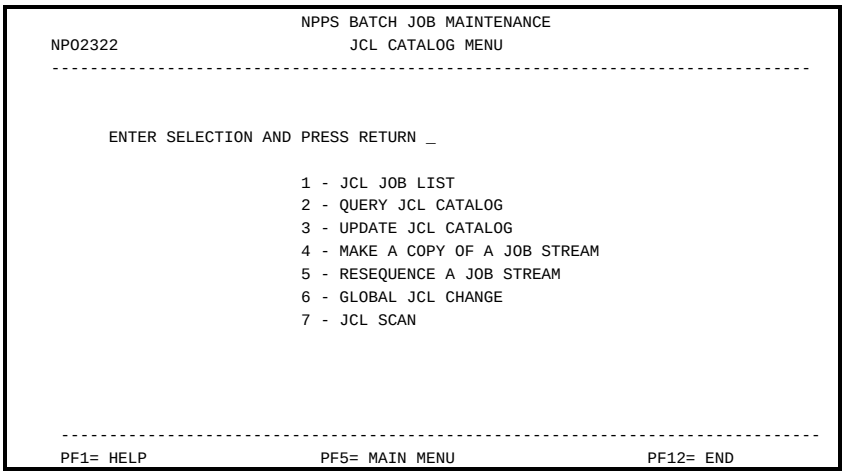
The BJM Global Name and/or Address Change template is used to change the recipient names and/or address on all reports. If you want to update a name, enter the Old Recipient Name (i.e., the name as it currently appears on the recipient lists). Then enter the New Recipient Name. If the old name is not entered exactly as it currently appears, it will not be updated. You may also enter a New Address at this time.

To update the address without changing the name, enter the recipient name as the Old Recipient Name and enter the New Address. Leave the New Recipient Name field blank.

STEPS TO REACH BATCH JOB MAINTENANCE GLOBAL NAME AND/OR ADDRESS CHANGE

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **2** - Report Directory.

5.2.1.3 JCL Catalog Menu



Batch Job Maintenance JCL Catalog Menu

DESCRIPTION AND EXECUTION

The Batch Job Maintenance JCL Catalog Menu is used to select one of the seven functions available in JCL: (**1**) JCL Job List, (**2**) Query JCL Catalog, (**3**) Update JCL Catalog, (**4**) Make a Copy of a Job Stream, (**5**) Resequence a Job Stream, (**6**) Global JCL change, and (**7**) JCL Scan. When working in the JCL Catalog, it is important to remember that the JCL names must be the same as the job names.

If you enter an existing job number as the "new number", you will receive the message, THIS JOB ALREADY EXISTS. This is because NPPS will not delete existing JCL. If you want to overwrite a job, you must first delete the job, then perform the copy function.

STEPS TO REACH BATCH JOB MAINTENANCE JCL CATALOG MENU

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.

5.2.1.3.1 JCL Job List

```
    * VIEW THE LIST THEN USE PF3 TO QUIT
                          NPPS BATCH JOB MAINTENANCE
  NPO2324                   JCL JOB DIRECTORY LIST                          58
  ------------------------------------------------------------------------------
            JOB NO.           JOB NO.           JOB NO.           JOB NO.

  1   - EXP0001     2   - EXP0002     3   - EXP0006     4   - EXP0014
  5   - NA00001     6   - NA00003     7   - NA00004     8   - NA00005
  9   - NA00006     10  - NA00009     11  - NA00014     12  - NA00015
  13  - NA00020     14  - NA00021     15  - NA00022     16  - NA00024
  17  - NA00025     18  - NA00026     19  - NA00027     20  - NA00045
  21  - NA00100     22  - NA00101     23  - NA00102     24  - NA00103
  25  - NA00104     26  - NA00106     27  - NA00107     28  - NA00108
  29  - NA00109     30  - NA00110     31  - NA00111     32  - NA00112
  33  - NA00113     34  - NA00114     35  - NA00115     36  - NA00116
  37  - NA00117     38  - NA00118     39  - NA00119     40  - NA00200
  41  - NA00201     42  - NA00202     43  - NA00203     44  - NA00204
  45  - NA00205     46  - NA00301     47  - NA00302     48  - NA00303
  49  - NA00304     50  - NA00305     51  - NA00306     52  - NA00307


------------------------------------------------------------------------------
    PF1= HELP          PF3= PREV SCREEN   PF5= MAIN MENU       PF7= BACKWARD
    PF8= FORWARD       PF12= END
```

Batch Job Maintenance JCL Job Directory List

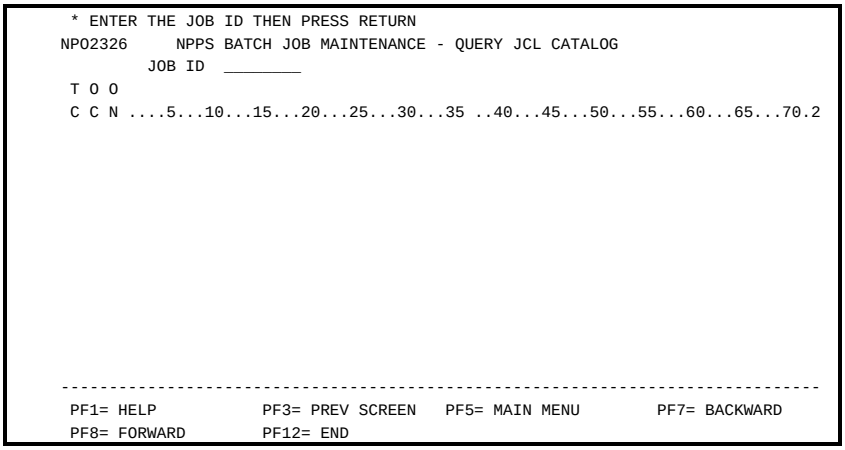
DESCRIPTION AND EXECUTION

The Batch Job Maintenance JCL Job Directory List is used to display all job numbers having JCL records on the JCL Catalog.

STEPS TO REACH BATCH JOB MAINTENANCE JCL JOB DIRECTORY LIST

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.
5. At the JCL Catalog Menu, select **1** - JCL Job List.

5.2.1.3.2 Query JCL Catalog



Batch Job Maintenance Query JCL Catalog

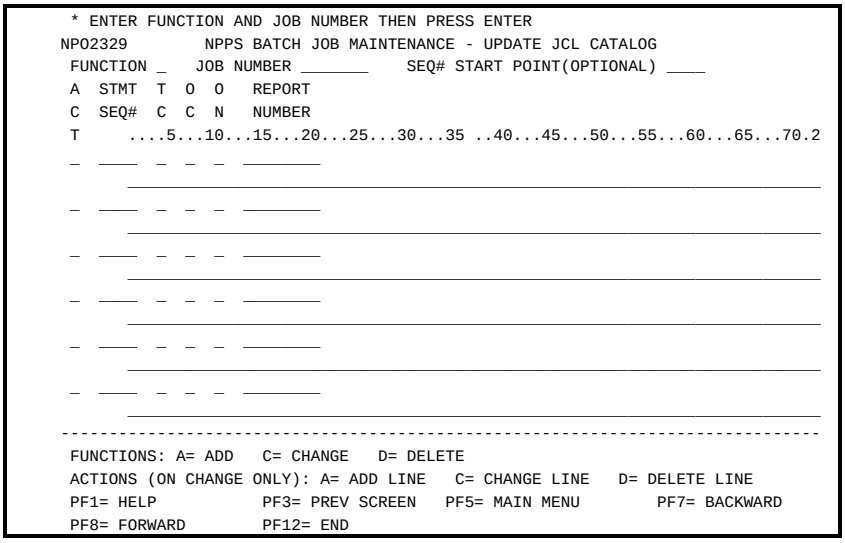
DESCRIPTION AND EXECUTION

The Batch Job Maintenance Query JCL Catalog template is used to query the JCL Catalog for the JCL of a specific job number. First, type in the job number (ID) and press **ENTER**. You will then view a list of the JCL for the job identified. You may scroll through the list to view all the JCL by using the **PF8** (Forward) and **PF7** (Backward) keys.

STEPS TO REACH BATCH JOB MAINTENANCE QUERY JCL CATALOG

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.
5. At the JCL Catalog Menu, select **2** - Query JCL Catalog.

5.2.1.3.3 Update JCL Catalog



Batch Job Maintenance Update JCL Catalog

DESCRIPTION AND EXECUTION

The Batch Job Maintenance Update JCL Catalog template is used to add (**A**), change (**C**), or delete (**D**) a record on the JCL Catalog. First enter the appropriate Function, Job number, and SEQ# Start Point (optional); then press **ENTER**. The start point is the line number where the display is to begin. Enter **9999** to move to the bottom of the JCL.

The Act field is used only when you are changing an existing record. This field allows you to add (**A**), change (**C**), or delete (**D**) one line at a time.

The Statement Sequence Number fields contain the numbers which represent the order of the lines of code as they occur in the record. The sequence numbers are generated automatically when you first add a new JCL record. You may move a line to another location in the JCL by changing this field. When you add a line, this field must contain the next highest number.

The JCL Type Code field is abbreviated "T C" and represents the type of statement. This field is required only when the JCL statement references one of the following three occurrences: the total number of copies (**C**), the printer destination for the hardcopy (**D**), or the report program's run statement (**R**). This code tells the BJM system to access the report directory and insert the number of copies and the printer destination into the JCL. The "T C" code of **N** identifies a user-id substitution.

The Output Class field is abbreviated "O C" and is required on JCL referring to a print file with "T C" or **D** or **C**. The BJM system must know whether it is tape (**T**) or hardcopy (**H**).

The Output Number field, abbreviated "O N", represents the print file number (e.g., **1**, **2**, **3**, etc.).

The Report Number field is required when the type code is **C**, **D**, or **R**. The report number must be the number of the report referred to by the JCL.

If it is necessary to use %*, enter it as **$*** and it will be converted to %*.

When you complete an action, press **ENTER**. You may also use the **PF7** and **PF8** keys. The **PF8** key saves the additions, updates, and deletions. The **PF7** saves updates and deletions, but not additions. Press the **ENTER** key after the **PF7** or **PF8** to confirm the update.

STEPS TO REACH BATCH JOB MAINTENANCE UPDATE JCL CATALOG

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.
5. At the JCL Catalog Menu, select **3** - Update JCL Catalog.

5.2.1.3.4 Make a Copy of a Job Stream

```
                          NPPS BATCH JOB MAINTENANCE
NPO2331                  MAKE A COPY OF A JOB STREAM
--------------------------------------------------------------------------------

 THIS FUNCTION WILL MAKE A COPY OF AN EXISTING JCL STREAM TO A NEW JOB NUMBER.
 IF THE NEW NUMBER  ALREADY EXISTS IN THE CATALOG,  THE MODULE  WILL TERMINATE
 WITH AN ERROR MESSAGE.


   ENTER JOB NUMBER OF EXISTING JCL STREAM TO BE COPIED:    _______


   ENTER JOB NUMBER OF NEW JCL STREAM TO BE CREATED:        _______









--------------------------------------------------------------------------------
 PF1= HELP           PF3= PREV SCREEN   PF5= MAIN MENU        PF12= END
```

Batch Job Maintenance Make a Copy of a Job Stream

Description and Execution

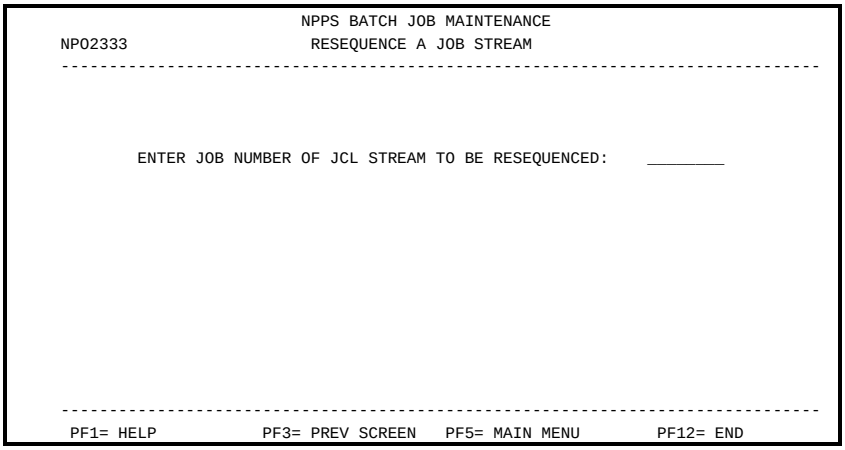
The Batch Job Maintenance Make a Copy of a Job Stream template is used to copy an existing JCL job stream. First, enter the number of the existing JCL job stream and then enter the job number of the new JCL job stream. Finally, press the **ENTER** key to execute the copy.

If you enter an existing job number as the "new number", you will receive the message, "This job already exists." This is because NPPS will not delete existing JCL. If you want to overwrite a job, you must first delete the job and then perform the copy function.

STEPS TO REACH BATCH JOB MAINTENANCE MAKE A COPY OF A JOB STREAM

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.
5. At the JCL Catalog Menu, select **4** - Make a Copy of a Job Stream.

5.2.1.3.5 Resequence a Job Stream



Batch Job Maintenance Resequence a Job Stream

DESCRIPTION AND EXECUTION

The Batch Job Maintenance Resequence a Job Stream template is used to resequence an existing JCL stream. Enter the job number of the JCL job stream to be resequenced and press **ENTER**. This function resets the line increment to five, which allows more lines between JCL statements.

STEPS TO REACH BATCH JOB MAINTENANCE RESEQUENCE A JOB STREAM

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.
5. At the JCL Catalog Menu, select **5** - Resequence a Job Stream.

5.2.1.3.6 Global JCL Change

```
                          NPPS BATCH JOB MAINTENANCE
NPO2351                        JCL GLOBAL CHANGE
--------------------------------------------------------------------------------

           Note: if you specify the log option you must have a
           133 byte dataset allocated to print file 2 (CMPRT02 )
           or else you must use NATURAL CONNECTION and download to
           a PC file.

           If executed in batch and you request the log option,
           a DD card must be supplied for CMPRT02 and it must
           point to a 133 character dataset.

              START JOBNAME:  _______    END JOBNAME:  _______

                           CHANGE TEXT FROM:
  ____________________________________________________________________________
                           CHANGE TEXT TO:
  ____________________________________________________________________________
       LOG CHANGES (Y/N): _        VERIFY CHANGES (ONLINE ONLY): _
--------------------------------------------------------------------------------
 PF1= HELP           PF3= PREV SCREEN   PF5= MAIN MENU        PF12= END
```

Batch Job Maintenance JCL Global Change (Page 1)

DESCRIPTION AND EXECUTION

The Batch Job Maintenance JCL Global Change template is used to change text throughout one or more jobs. Enter the starting and ending job names, the text to be changed and what to change the text to. You have the option of printing a log of the changes applied as well as viewing them online to verify the changes one line at a time.

If the Verify Changes option is chosen, a pop-up window will appear showing the line to be changed and what it will look like after the change. The change will be applied if you answer "Yes" to the Replace prompt.

```
                          NPPS BATCH JOB MAINTENANCE
NPO2351                        JCL GLOBAL CHANGE
--------------------------------------------------------------------------------

           Note: if you specify the log option you must have a
           133 byte dataset allocated to print file 2 (CMPRT02)


    JOB NA00003  SEQUENCE 315
    Change from
    //    VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
    To
    //    VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
    REPLACE (Y/N) _

                           CHANGE TEXT FROM:
    vers=test_____________________________________________________________________
                           CHANGE TEXT TO:
    vers=prod_____________________________________________________________________
        LOG CHANGES (Y/N): y        VERIFY CHANGES (ONLINE ONLY): y
--------------------------------------------------------------------------------
 PF1= HELP           PF3= PREV SCREEN   PF5= MAIN MENU        PF12= END
```

Batch Job Maintenance JCL Global Change (Page 2)

If the Log Changes option is chosen, all changes that are applied will be written to a log for future reference. Changes that were rejected during the online verification will not be written to the log. The output will look similar to the following report.

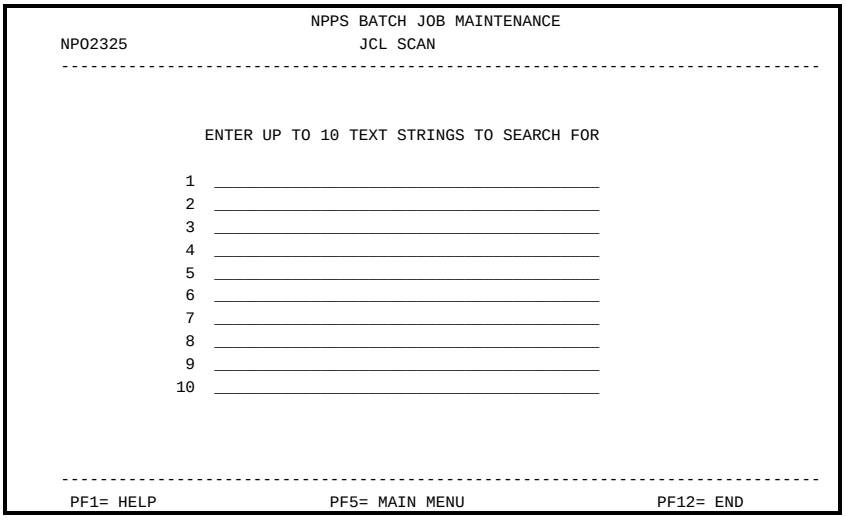
```
Page      1
    JOBNAME    SEQ STATEMENT
OLD NA00003    315 //    VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW                //    VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003    355 //    VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW                //    VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003    415 //    VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW                //    VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003    460 //    VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW                //    VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003    505 //    VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW                //    VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003    550 //    VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW                //    VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003    595 //    VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW                //    VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003    660 //    VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW                //    VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
OLD NA00003   1275 //    VERS=PROD,ETID=XXXX0003,LIB=NPSTEST
NEW                //    VERS=TEST,ETID=XXXX0003,LIB=NPSTEST
```

Batch Job Maintenance JCL Global Change (Page 3)

STEPS TO REACH BATCH JOB MAINTENANCE JCL GLOBAL CHANGE

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administration Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **3** - JCL Catalog.
5. At the JCL Catalog Menu, select **6** - Global JCL Change.

5.2.1.3.7 JCL Scan

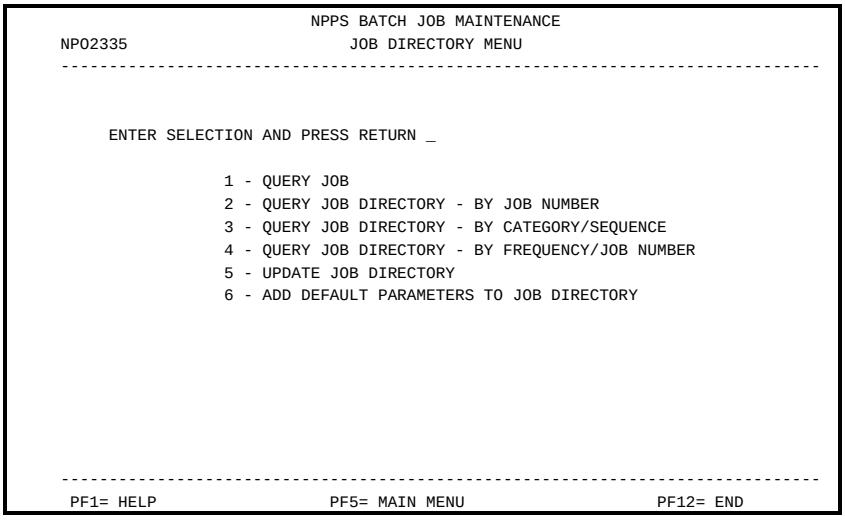


Batch Job Maintenance JCL Scan

DESCRIPTION AND EXECUTION

The Batch Job Maintenance JCL Scan template is used to search the BJS JCL for a text string. Up to ten 40-byte text strings may be entered. The job name and JCL line will be displayed when a match is found.

5.2.1.4 Job Directory Menu



Batch Job Maintenance Job Directory Menu

DESCRIPTION AND EXECUTION

The Batch Job Maintenance Job Directory Menu is used to select one of the six functions available in the Job Directory: (**1**) Query a Job, (**2**) Query a Job Directory - By Job Number, (**3**) Query a Job Directory - By Category/Sequence, (**4**) Query a Job Directory - By Frequency/Job Number, (**5**) Update the Job Directory, and (**6**) Add Default Parameters to the Job Directory.

STEPS TO REACH JOB DIRECTORY

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.

5.2.1.4.1 Job Directory Query

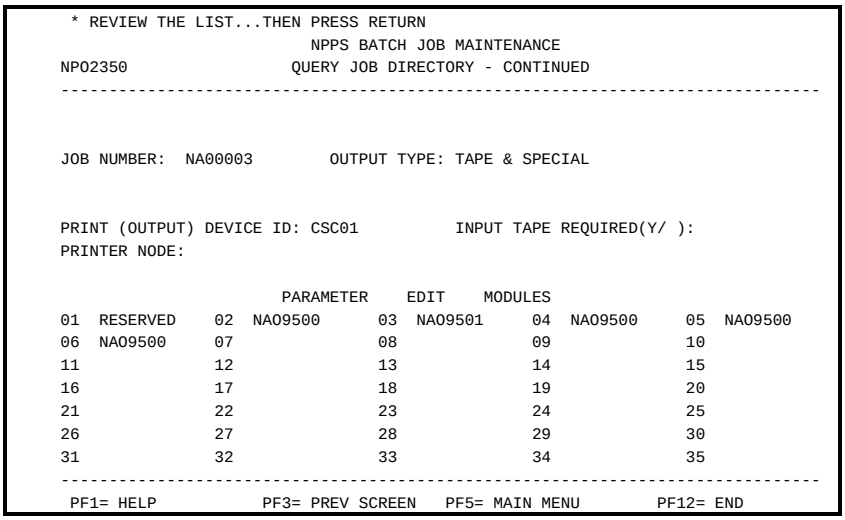
```
 * REVIEW THE DATA THEN PRESS RETURN
                          NPPS BATCH JOB SCHEDULER
NPO2337                     JOB DIRECTORY QUERY
--------------------------------------------------------------------------------
JOB NUMBER:                             NA00003

RUN ORDER ------ CATEGORY CODE:         1          (1=PROCESS,2=REPORT,
                                                    3=USER INITIATED)
          ------ CATEGORY SEQUENCE:     30
          ------ CATEGORY TYPE:         1          (1=PAY,2=PER,3=OTHER)
JOB TITLE:                              TIME & ATTENDANCE UPDATE

AUTOMATIC SCHEDULE ---- RUN FREQUENCY:  B  (0=ON REQUEST, D=DAILY, W=WEEKLY,
                                            B=BIWEEKLY, M=MONTHLY, Q=QUARTERLY,
                                            A=ANNUALLY)

                  ---- NEXT RUN DATE:  02-02-94      (MM-DD-YY)

PARAMETER DATA REQUIRED:                N             (Y OR N)

--------------------------------------------------------------------------------
 PF1= HELP          PF3= PREV SCREEN   PF5= MAIN MENU        PF12= END
```

Time and Attendance Update Job Query (Page 1)

DESCRIPTION AND EXECUTION

The Batch Job Maintenance Job Directory Query is used to review data for a specific job. Type in the number of the job to be queried and press **ENTER**. The information about the requested job will appear as follows. The first screen illustrates a query of the Time and Attendance Update Job Query.

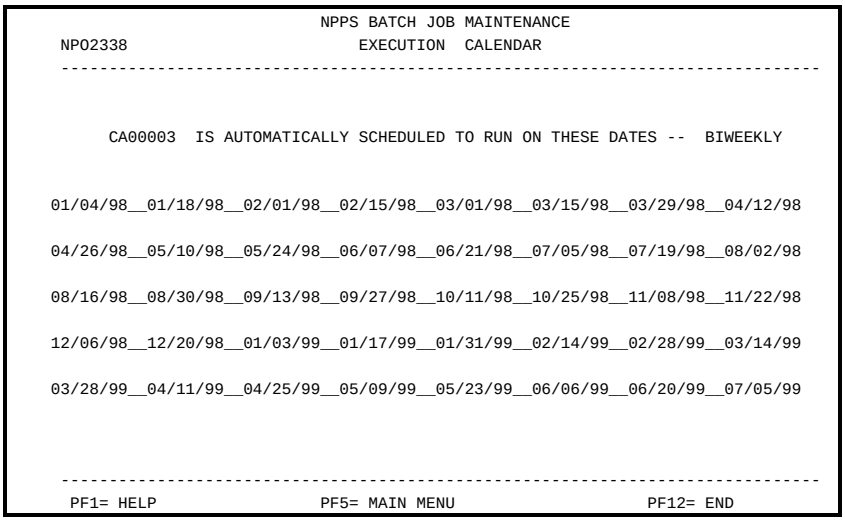
Run Order Category Code	1. Process 2. Reports 3. User Initiated, such as SF 50 process.
Run Order Category Sequence	Four-digit number which controls the execution sequence; the lowest number runs first.
Category Type	1. Payroll 2. Personnel 3. Other
Automatic Schedule Run Frequency	Option for having the system automatically schedule jobs: 0 = On Request D = Daily W = Weekly B = Biweekly M = Monthly Q = Quarterly A = Annually.
Automatic Schedule Next Run Date	Date used by the auto-scheduler as its initial run date.
Parameter Data Required	Y will force the user to enter parameter values when the job is scheduled; default values will not be used.



Time and Attendance Update Job Query (Page 2)

The second job query screen displays the following fields.

Output Type	Tape, Immediate Hardcopy, Special Device, Tape and Special, and Tape and Hardcopy.
Printer (Output)	System recognized device name.
Parm Edit Modules	Programs which are executed when the job is scheduled to request input of data selection information from the user. The corresponding numbers must agree with values in the JCL. Module "01" is the first 200-byte element which contains the installation ID, title, and other BJM Control values. It is reserved so that it may contain these values. Module "01" may not be changed. Therefore, only modules 2-35 may contain parameter information.



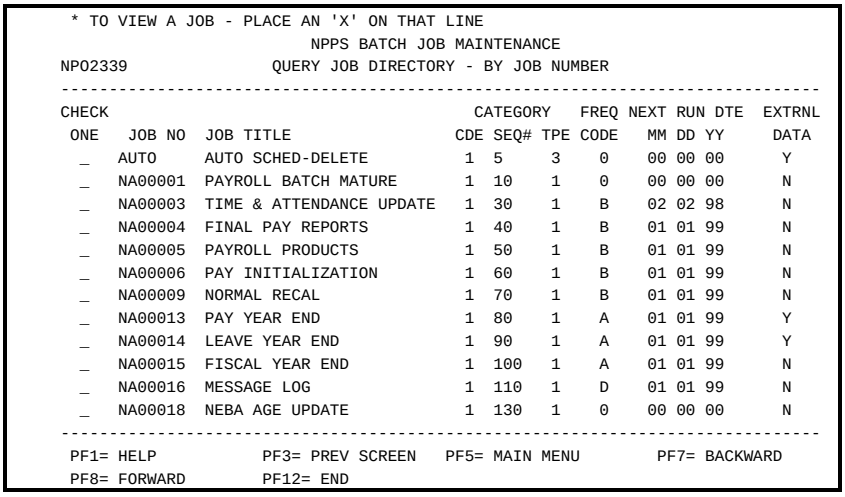
Time and Attendance Update Job Query (Page 3)

The third job query screen displays the dates upon which the job is automatically scheduled to run; or, it may simply state the run cycle (i.e., biweekly, monthly, quarterly, or annually).

STEPS TO REACH BATCH JOB MAINTENANCE JOB DIRECTORY QUERY

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.
5. At the Job Directory Menu, select **1** - Query Job.

5.2.1.4.2 Query Job Directory - By Job Number



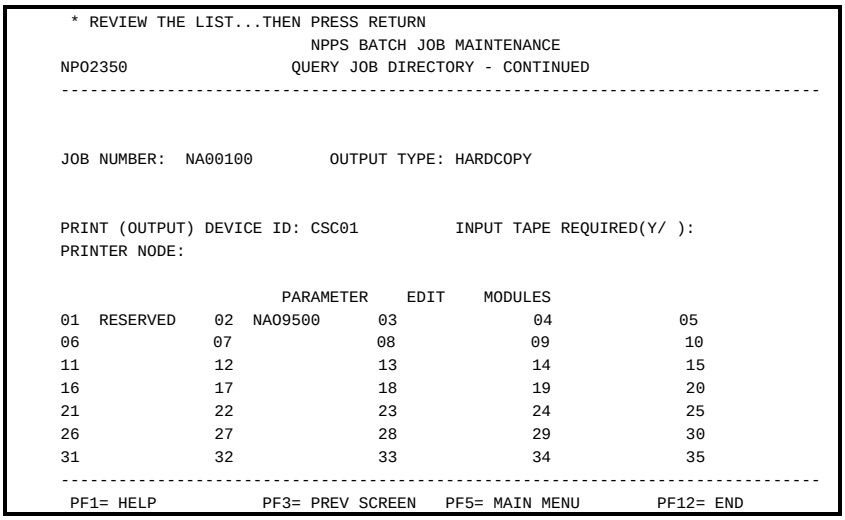
```
 * TO VIEW A JOB - PLACE AN 'X' ON THAT LINE
                          NPPS BATCH JOB MAINTENANCE
NPO2339                QUERY JOB DIRECTORY - BY JOB NUMBER
--------------------------------------------------------------------------------
CHECK                                        CATEGORY    FREQ NEXT RUN DTE  EXTRNL
 ONE    JOB NO  JOB TITLE                  CDE SEQ# TPE CODE   MM DD YY     DATA
  _    AUTO     AUTO SCHED-DELETE          1  5     3    0    00 00 00      Y
  _    NA00001  PAYROLL BATCH MATURE       1  10    1    0    00 00 00      N
  _    NA00003  TIME & ATTENDANCE UPDATE   1  30    1    B    02 02 98      N
  _    NA00004  FINAL PAY REPORTS          1  40    1    B    01 01 99      N
  _    NA00005  PAYROLL PRODUCTS           1  50    1    B    01 01 99      N
  _    NA00006  PAY INITIALIZATION         1  60    1    B    01 01 99      N
  _    NA00009  NORMAL RECAL               1  70    1    B    01 01 99      N
  _    NA00013  PAY YEAR END               1  80    1    A    01 01 99      Y
  _    NA00014  LEAVE YEAR END             1  90    1    A    01 01 99      Y
  _    NA00015  FISCAL YEAR END            1  100   1    A    01 01 99      N
  _    NA00016  MESSAGE LOG                1  110   1    D    01 01 99      N
  _    NA00018  NEBA AGE UPDATE            1  130   1    0    00 00 00      N
--------------------------------------------------------------------------------
 PF1= HELP           PF3= PREV SCREEN   PF5= MAIN MENU        PF7= BACKWARD
 PF8= FORWARD        PF12= END
```

Batch Job Maintenance Query Job Directory - By Job Number

DESCRIPTION AND EXECUTION

The Batch Job Maintenance Query Job Directory - By Job Number template is used to query jobs listed by job number. The Job Directory List displays job number, job title, category code, sequence number and type, frequency code, next run date, and external data flag. The sequence number controls the execution order if more than one job is scheduled. The External Data column displays a "Y" or "N" value. The "Y" means parameter data default values cannot be used; "N" means parameter data may be needed, but available default values may be used. The type column identifies the job as Payroll (1), Personnel (2), or Other (3).

To view additional information about a particular job, enter **X** in the space provided to the left of the job number and press **ENTER**. The additional information displayed includes the output type, print output device ID, and parameter edit module numbers for the batch jobs that require online user input such as the desired sort sequence of name or SSN (refer to the following screen).

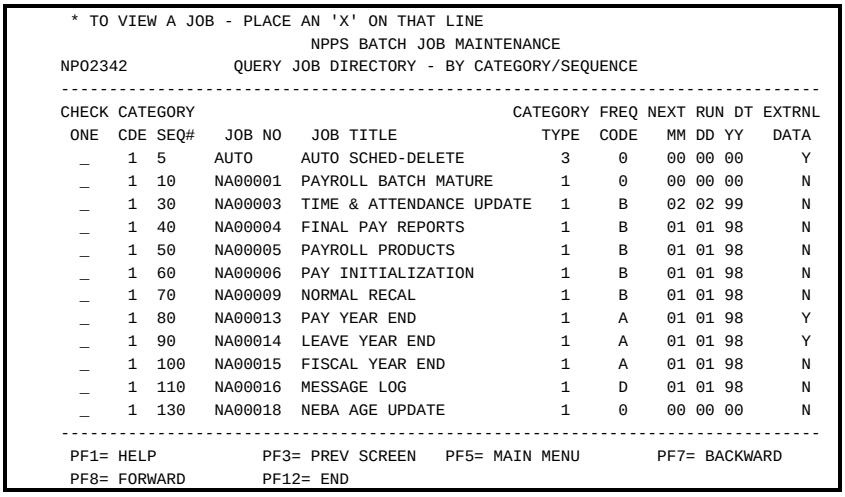


Query - By Job Number

STEPS TO REACH BATCH JOB MAINTENANCE QUERY JOB DIRECTORY - BY JOB NUMBER

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.
5. At the Job Directory Menu, select **2** - Query Job Directory - By Job Number.

5.2.1.4.3 Query Job Directory - By Category/Sequence



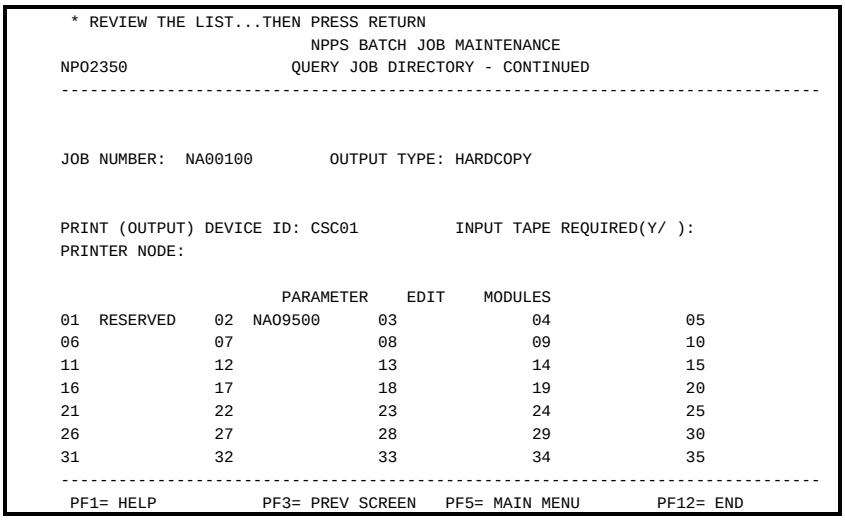
```
 * TO VIEW A JOB - PLACE AN 'X' ON THAT LINE
                          NPPS BATCH JOB MAINTENANCE
NPO2342           QUERY JOB DIRECTORY - BY CATEGORY/SEQUENCE
--------------------------------------------------------------------------------
CHECK CATEGORY                                    CATEGORY FREQ NEXT RUN DT EXTRNL
 ONE  CDE SEQ#   JOB NO   JOB TITLE                  TYPE  CODE   MM DD YY   DATA
  _    1  5     AUTO     AUTO SCHED-DELETE           3     0    00 00 00      Y
  _    1  10    NA00001  PAYROLL BATCH MATURE        1     0    00 00 00      N
  _    1  30    NA00003  TIME & ATTENDANCE UPDATE    1     B    02 02 99      N
  _    1  40    NA00004  FINAL PAY REPORTS           1     B    01 01 98      N
  _    1  50    NA00005  PAYROLL PRODUCTS            1     B    01 01 98      N
  _    1  60    NA00006  PAY INITIALIZATION          1     B    01 01 98      N
  _    1  70    NA00009  NORMAL RECAL                1     B    01 01 98      N
  _    1  80    NA00013  PAY YEAR END                1     A    01 01 98      Y
  _    1  90    NA00014  LEAVE YEAR END              1     A    01 01 98      Y
  _    1  100   NA00015  FISCAL YEAR END             1     A    01 01 98      N
  _    1  110   NA00016  MESSAGE LOG                 1     D    01 01 98      N
  _    1  130   NA00018  NEBA AGE UPDATE             1     0    00 00 00      N
--------------------------------------------------------------------------------
 PF1= HELP           PF3= PREV SCREEN   PF5= MAIN MENU        PF7= BACKWARD
 PF8= FORWARD        PF12= END
```

Batch Job Maintenance Query Job Directory
By Category/Sequence

DESCRIPTION AND EXECUTION

The Batch Job Maintenance Query Job Directory - By Category/Sequence template is used to query jobs listed by sequence within a category. The Job Directory List displays category code, sequence number, job number, job title, category type, frequency code, next run date, and external data flag. The sequence number controls the execution order if more than one job is scheduled. The External Data column displays a "Y" or "N" value. The **Y** means parameter data default values cannot be used; "N" means parameter data may come from default values if needed. The type column identifies the job as Payroll (1), Personnel (2), or Other (3).

To view additional information about a particular job, enter **X** in the space provided to the left of the job number and press **ENTER**. The additional information displayed includes the output type, print output device ID, and parameter edit module numbers for the batch jobs that require online user input such as the desired sort sequence of name or SSN (refer to the following screen).



Query - By Category/Sequence

STEPS TO REACH BATCH JOB MAINTENANCE QUERY JOB DIRECTORY - BY CATEGORY/SEQUENCE

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.
5. At the Job Directory Menu, select **3** - Query Job Directory - By Category/Sequence.

5.2.1.4.4 Query Job Directory - By Frequency/Job Number

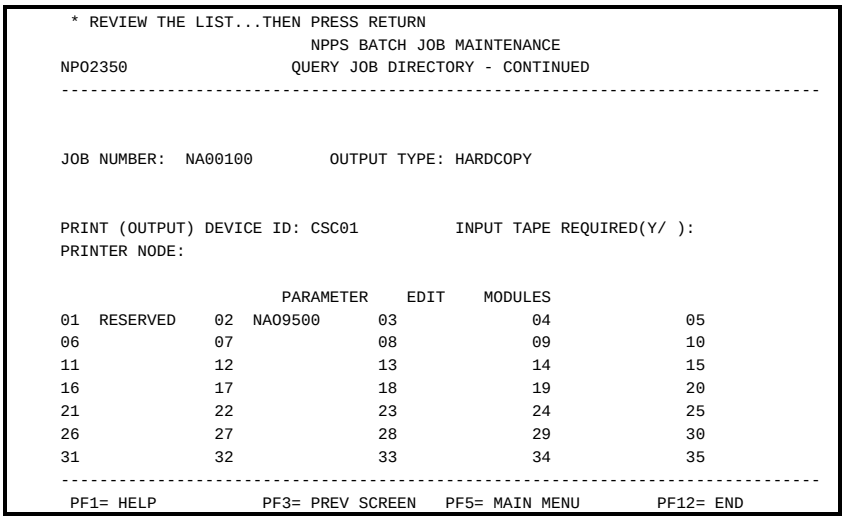
```
 * TO VIEW A JOB - PLACE AN 'X' ON THAT LINE
                          NPPS BATCH JOB MAINTENANCE
NPO2344          QUERY JOB DIRECTORY - BY FREQUENCY/JOB NUMBER
--------------------------------------------------------------------------------
CHECK FREQ                                          CATEGORY  NEXT RUN DTE  EXTRNL
 ONE  CODE  JOB NO  JOB TITLE                 CDE SEQ# TYPE  MM DD YY     DATA
  _     A  NA00013  PAY YEAR END               1  80     1   01 01 98      Y
  _     A  NA00014  LEAVE YEAR END             1  90     1   01 01 98      Y
  _     A  NA00015  FISCAL YEAR END            1  100    1   01 01 98      N
  _     B  NA00003  TIME & ATTENDANCE UPDATE   1  30     1   02 02 99      N
  _     B  NA00004  FINAL PAY REPORTS          1  40     1   01 01 98      N
  _     B  NA00005  PAYROLL PRODUCTS           1  50     1   01 01 98      N
  _     B  NA00006  PAY INITIALIZATION         1  60     1   01 01 98      N
  _     B  NA00009  NORMAL RECAL               1  70     1   01 01 98      N
  _     D  NA00016  MESSAGE LOG                1  110    1   01 01 98      N
  _     D  NE00003  DAILY   REPORTS            1  380    2   01 01 98      N
  _     0  AUTO     AUTO SCHED-DELETE          1  5      3   00 00 00      Y
  _     0  NA00001  PAYROLL BATCH MATURE       1  10     1   00 00 00      N
--------------------------------------------------------------------------------
PF1= HELP           PF3= PREV SCREEN   PF5= MAIN MENU        PF7= BACKWARD
PF8= FORWARD        PF12=END
```

Batch Job Maintenance Query Job Directory -
By Frequency/Job Number

DESCRIPTION AND EXECUTION

The Batch Job Maintenance Query Job Directory - By Frequency/Job Number template is used to query jobs listed by job number within a frequency. The Job Directory List displays frequency code, job number, job title, category code, sequence number, type, next run date, and external data flag. The sequence number controls the execution order if more than one job is scheduled. The External Data column displays a "Y" or "N" value. The "Y" means parameter data default values cannot be used; "N" means parameter data may be needed, but available default values may be used. The type column identifies the job as Payroll (1), Personnel (2), or Other (3).

To view additional information about a particular job, enter **X** in the space provided to the left of the job number and press **ENTER**. The additional information displayed includes the output type, print output device ID, and parameter edit module numbers for the batch jobs that require online user input such as the desired sort sequence of name or SSN (refer to the following screen).



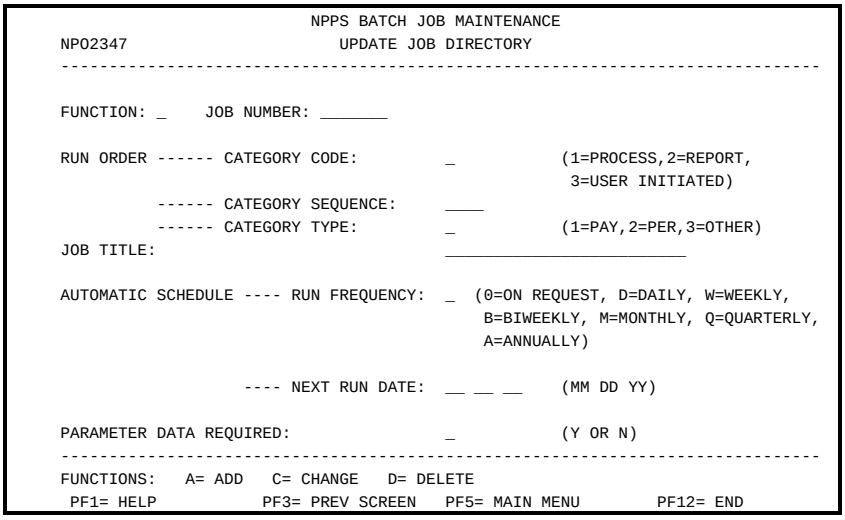
```
 * REVIEW THE LIST...THEN PRESS RETURN
                          NPPS BATCH JOB MAINTENANCE
NPO2350                 QUERY JOB DIRECTORY - CONTINUED
--------------------------------------------------------------------------------


JOB NUMBER:  NA00100        OUTPUT TYPE: HARDCOPY


PRINT (OUTPUT) DEVICE ID: CSC01          INPUT TAPE REQUIRED(Y/ ):
PRINTER NODE:

                        PARAMETER    EDIT    MODULES
01  RESERVED    02  NAO9500      03              04              05
06              07                08              09              10
11              12                13              14              15
16              17                18              19              20
21              22                23              24              25
26              27                28              29              30
31              32                33              34              35
--------------------------------------------------------------------------------
 PF1= HELP           PF3= PREV SCREEN   PF5= MAIN MENU        PF12= END
```

Query - By Frequency/Job Number

STEPS TO REACH BATCH JOB MAINTENANCE QUERY JOB DIRECTORY - BY FREQUENCY/JOB NUMBER

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.
5. At the Job Directory Menu, select **4** - Query Job Directory - By Frequency/Job Number.

5.2.1.4.5 Update Job Directory



Batch Job Maintenance Update Job Directory (Page 1)

DESCRIPTION AND EXECUTION

The Batch Job Maintenance Update Job Directory template is used to add (A), change (C), or delete (D) a job directory record. Type in the Function code which represents the action to be completed and job number, then press **ENTER**.

To add a batch job to the Job Directory, first enter one of the following numbers as the Category Code: batch jobs (**1**), report batch jobs (**2**), or user initiated batch jobs (**3**). Then press **ENTER**. The next Category Sequence Number will be displayed. This number may be changed if needed but must remain unique. The Category Sequence Number controls the sequence of the jobs when they are executed. For a job to run before another job, the sequence number of the job to be run first must be lower than the job to be run second. You may type in the Job Title of your choice. The Automatic Schedule Run Frequency and Next Run Date are for batch jobs that can be scheduled automatically by the BJS system based on the entries in these two fields. Though this process does indeed appear "automatic" to the functional users of NPPS, it does require participation from Production Control. Each night a job is run which checks the execution date of all the jobs and selects the jobs with the current date. The jobs are then scheduled "automatically". The Parameter Required field should have a value of either "Y" or "N". The "Y" means that if parameter values are needed, they must be supplied when the job is scheduled (i.e., default values are not permitted); "N" means default data is permitted. The category type field identifies the job as Payroll (1), Personnel (2), or Other (3).

```
                          NPPS BATCH JOB MAINTENANCE
NPO2347                     UPDATE JOB DIRECTORY
--------------------------------------------------------------------------------


JOB NUMBER:                OUTPUT TYPE: _
                           (H=HARDCOPY, T=TAPE, S=SPECIAL, B=S & T, K=H & T)

PRINT (OUTPUT) DEVICE ID: ________       INPUT TAPE REQUIRED(Y/ ): _
PRINTER NODE: ________

                        PARAMETER    EDIT    MODULES
01  RESERVED    02 ________     03 ________     04 ________     05 ________
06  ________    07 ________     08 ________     09 ________     10 ________
11  ________    12 ________     13 ________     14 ________     15 ________
16  ________    17 ________     18 ________     19 ________     20 ________
21  ________    22 ________     23 ________     24 ________     25 ________
26  ________    27 ________     28 ________     29 ________     30 ________
31  ________    32 ________     33 ________     34 ________     35 ________
--------------------------------------------------------------------------------
 PF1= HELP           PF3= PREV SCREEN   PF5= MAIN MENU        PF12= END
```

Batch Job Maintenance Update Job Directory (Page 2)

After you have filled in all the fields, press **ENTER** to view more job data input fields. The second screen prompts you for the Output Type, Printer Output Device ID, and the Parameter Edit Module Numbers. The module numbers are for only those batch jobs which require online user input such as the desired sort sequence of name or SSN. The module numbers must agree with the numbers in the JCL. Printer Node is optional.

The NPPS BJS system naming convention is that all job names for payroll begin with NA and all job names for personnel begin with NE (i.e., NA00000 or NE00000).

```
                          NPPS BATCH JOB MAINTENANCE
NPO2338                     EXECUTION CALENDAR
--------------------------------------------------------------------------------


     NA00100  IS AUTOMATICALLY SCHEDULED TO RUN ON THESE DATES --  BIWEEKLY


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 PF1= HELP                 PF5= MAIN MENU                   PF12= END
```

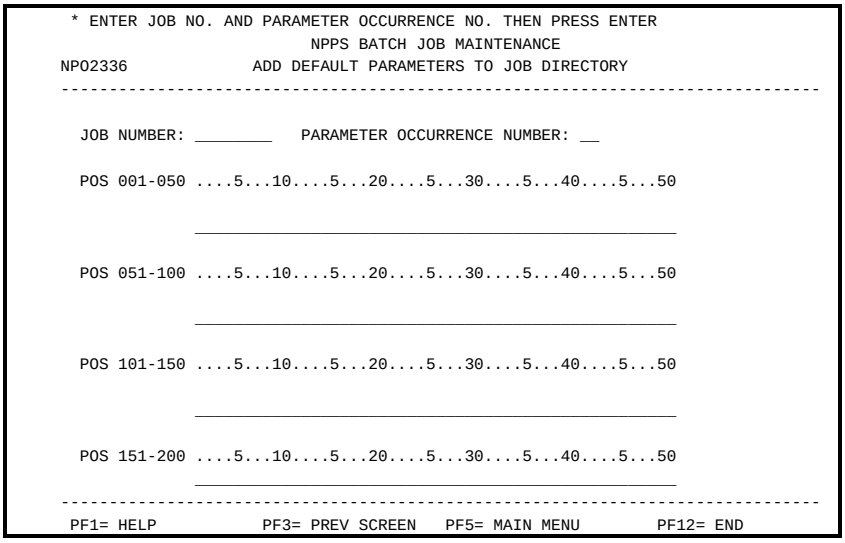
Batch Job Maintenance Execution Calendar

The third screen is the BJM Execution Calendar. It displays the dates on which the batch job is automatically scheduled to run. This information is only available for jobs which are scheduled to run automatically. This is accomplished by filling in the Automatic Schedule field on the first screen of the Update Job Directory series. Following are the valid entries for this field: on request (**0**), daily (**D**), weekly (**W**), biweekly (**B**), monthly (**M**), quarterly (**Q**) and annually (**A**).

STEPS TO REACH BATCH JOB MAINTENANCE UPDATE JOB DIRECTORY

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.
5. At the Job Directory Menu, select **5** - Update Job Directory.

5.2.1.4.6 Add Default Parameters to Job Directory



Batch Job Maintenance Add Default Parameters to Job Directory

DESCRIPTION AND EXECUTION

The Batch Job Maintenance Add Default Parameters to Job Directory template is used to enter default parameters such as installation ID or a particular date to the job record.

To add default parameters, enter the Job Number and the occurrence of the parameter module in which it is used (2-14); this is called the Parameter Occurrence Number and it must agree with the value in the JCL. Then press **ENTER**. Input the default parameter data in the appropriate position in the 200-byte field. If you do not know the position, you must examine the program which reads the parameter. If the job does not use parameter data to execute, it is not necessary to enter any information in this section.

Module "01" is reserved for common parameters such as installation ID and title. Therefore, if "01" is entered along with the job number, a message appears which states that module "01" cannot be updated. The other occurrences (2-14) may provide default parameter data for the edit modules (2-14). For CPO executed jobs (those on the 'NASA' center menu), module "02" is reserved for the selected centers parameter. This occurrence is left blank as the centers to be used in the job will be selected from a pop-up menu at the time the job is scheduled.

STEPS TO REACH BATCH JOB MAINTENANCE ADD DEFAULT PARAMETERS TO JOB DIRECTORY

1. At the NPPS Main Menu, select **3** - Application Administration.
2. At the Application Administrator Main Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **2** - Batch Job Maintenance.
4. At the Batch Job Maintenance Utilities Menu, select **4** - Job Directory.
5. At the Job Directory Menu, select **6** - Add Default Parameters to Job Directory